

Responding to an inquiry and submitting revisions on a Category 1 application

If you have received an applicant inquiry or revision request from the portal, please follow the instructions below to submit your revisions. If you have not received an inquiry, you cannot make changes to your application at this time. You may **not** email any left out/updated documents to the ceu inbox. Any emailed materials will **not** be added for you. You must wait until you've received an inquiry or revision request to make any changes and upload revisions directly into the portal yourself.

1. Log in to your NSGC Account
2. Click the "Submit a Category 1 Application" button on [this page](#)
3. Click "Respond to Inquiry" on the appropriate application.

A complete list of your application submissions, including their application status, can be found at the bottom of this page.

For any questions or concerns related to the application process, please contact the NSGC Executive Office, CEU Program via email at ceu@nsgc.org or by phone at 312-321-6834.

[Add Activity](#)

Activity ID:
Activity Name:
Activity Type:
Submission Date Range: to
Activity Date Range: to
Status:

Clear [Filter](#)

Showing Records 1 to 1 of 1

Activity ID	Activity Name ↑	Activity Type	Activity Date	Organizer Name	Submission Date	
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	Respond to Inquiry

4. The requested revisions are noted at the top of the screen that will pop up as "Comments to Applicant"

NextGen Sequencing A to Z Online Course Renewal: Inquiry ✕

Comments to Applicant: Please submit missing COI form for Stephen Lincoln.

First Name: Katie
Last Name: Strang
Phone Number: 3126736834
Email: ceu@nsgc.org
Billing Address 1:
Billing Address 2:
City:

5. To upload your revised document, just click the trashcan icon next to your current upload and then replace with your revised document. **If you have more than one document to upload to a particular field or if you are adding documents to a currently uploaded document, please combine into a merged pdf or compressed file for upload.** The system does not store previous versions of documents, so make sure that you're uploading either a revised or combined version with all relevant information for the application.

NextGen Sequencing A to Z Online Course Renewal: Inquiry

activity: receive any training in order to understand and critically evaluate the technologies used today. The

Learning Objective 1: Recall the basics of NGS including library preparation, clonal amplification, and sequencing.

Learning Objective 2: Describe NGS common terminology including sequence enrichment, read depth, coverage, and alignment.

Learning Objective 3: Detail the strengths and limitations of NGS clinical applications including panel testing and whole exome sequencing.

Planned Number of Contact Hours*: 4.16

Educational Activity Overview Form: [EAO Form.xlsx](#) 

Activity Brochure or Flyer: [NextGen Sequencing A to Z Online Course flyer.pdf](#) 

Program Committee CV 1: [CV_Wilson, Kate.doc](#) 

Program Committee CV 2: [Choose from library of](#)

Quiz Questions: [Quiz Questions.zip](#) 

Activity Evaluation Questions*: [Online Course Evaluation.docx](#) 

Conflict of Interest Disclosure(s)*: [Speaker COIs.zip](#) 

6. Enter a quick description of the changes you made in the “Description of changes to Review Team” box. If the description box is too small, you can enlarge it by clicking and dragging the diagonal lines in the lower right corner of the description box.

Quiz Questions: [Quiz Questions.zip](#) 

Activity Evaluation Questions*: [Online Course Evaluation.docx](#) 

Conflict of Interest Disclosure(s)*: [Speaker COIs.zip](#) 

Description of Changes to Review Team*: Updated COI file with missing form for Stephen Lincoln

7. Click “Resubmit”; this will send the application back the reviewers for final review. If further revisions are required you will receive another inquiry. If not, you will receive an approval notice via the portal.