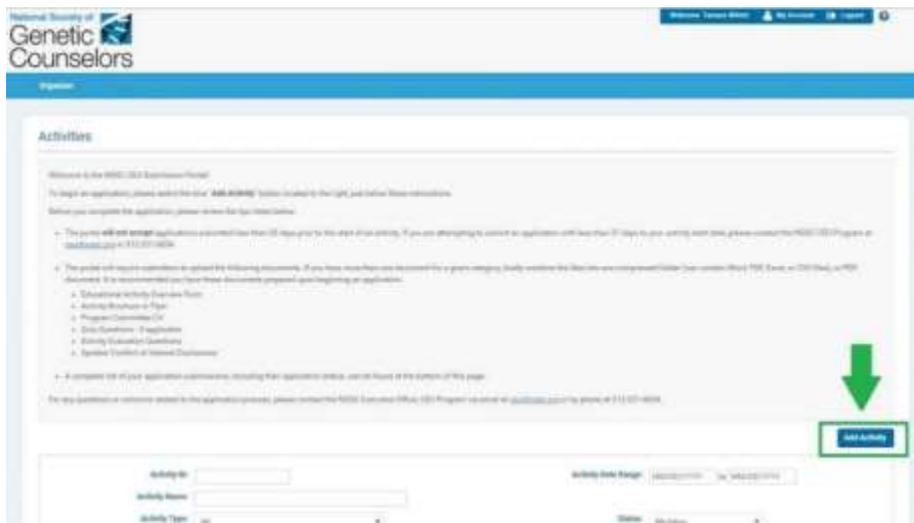


How to Submit a Category 1 Application in the NSGC CEU Portal

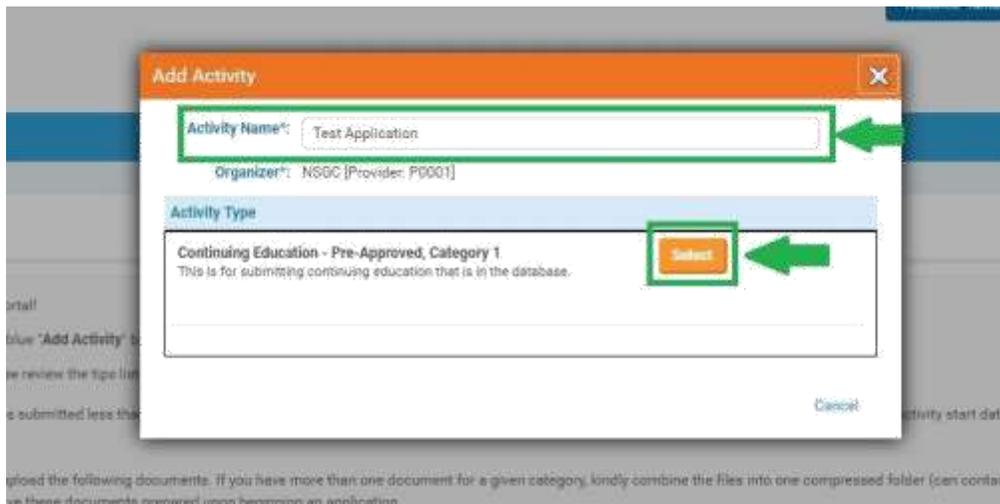
Before you begin: Please note that the Category 1 review process typically takes between 4-12 weeks to complete, and the length of time depends on when you submit your application and how many other applications are currently in review. We recommend submitting your application 8-12 weeks prior to your activity's deadline for print materials. You may not submit an application less than 21 days prior to your activity start. Rush fees apply to application submitted 8 weeks or less from the activity start date and extra rush fees apply for applications submitted 4 weeks or less from start.

All application steps, payment, revisions and post activity steps must be completed through the SAME NSGC user account used to create the application. A separate user account cannot access the application for any reason. If you anticipate needing to share access to the application, payment, revision or post activity steps with other colleagues or staff members, we recommend you create a shared guest account for your organization. You can follow the instructions linked below in step 1a to create a free guest account for your organization and share your login credentials amongst each other.

1. Login to your NSGC member or guest account, and head to the CEU Approval Page at <https://www.nsgc.org/page/ceuapproval>. From here, select the blue "Access the NSGC CEU Portal" button. Next, select the orange, "Submit a Category 1 CEU Application" button.
 - a. Don't have an NSGC member or guest account? Follow [these instructions](#) for creating a free or paid account with NSGC.
2. Once you are in the submission portal, select the blue "Add Activity" button located in the lower, right-hand side of the screen.



3. Enter in your activity title in the "Activity Name" box, and select the orange "Select" button next to "Continuing Education – Pre-Approved, Category 1" to continue.



4. The next step will ask you to enter the details of your activity, and consists of four sections:

a. Activity Organizer Information

- i. This section will ask for contact information, dates of your activity, event format, a general statement of purpose, learning objectives for the activity, and planned number of contact hours. For questions on specific data fields in this section, please utilize the “i” information graphic located next to certain submission fields.

b. Uploads

- i. This section will require submission of you Educational Activity Overview Forms, Activity Brochure or Flyer, Program Committee CVs, Quiz Questions, Activity Evaluation Questions. Please note that there is only one submission field for the Educational Activity Overview Form, Activity Brochure or Flyer, Quiz Questions, and Activity Evaluation Questions. If you have more than one document for any or all of these sections, please combine them into one document, or a compressed folder.

The screenshot shows a web application window titled "Test Application: Enter Activity Details: Uploads". At the top, there is a grey instruction box that says "Please fill out all necessary data for activity approval." Below this is a sidebar with navigation options: "Activity > Organizer Information", "Uploads" (highlighted with a green box), "Verifications and Attestations", and "Conflict > of Interest". The main content area contains five sections, each with a blue "Upload" button and a link to "Choose from library or":

- Educational Activity Overview Form*:** Choose from library or **Upload**
- Activity Brochure or Flyer*:** Choose from library or **Upload**
- Program Committee CV 1*:** Choose from library or **Upload**
- Program Committee CV 2:** Choose from library or **Upload**
- Quiz Questions*:** Choose from library or **Upload**

At the bottom, there is a section for **Activity Evaluation Questions*:** Choose from library or **Upload**.

c. Verifications and Attestations

- i. This section will ask you to review and acknowledge various attestations related to information submitted as a part of this application.

The screenshot shows a web application window titled "Test Application: Enter Activity Details: Verifications and Attestations". The main heading is "Please fill out all necessary data for activity approval." On the left, there is a sidebar with four menu items: "Activity Organizer Information", "Uploads", "Verifications and Attestations" (which is highlighted with a green box), and "Conflict of Interest". The main content area contains three sections of text with corresponding dropdown menus:

- Section 1:** "I attest that, for our distance learning program, we completed a pilot test program with at least three participants when determining our program length?" followed by a dropdown menu labeled "Select Distance Learning Attestation".
- Section 2:** "An assessment has been uploaded and meets the following criteria: 5-7 questions per hour of learning; keyed to learning objectives; no true or false questions; 80% minimum pass rate." followed by a dropdown menu labeled "Select Form Aisle Attestation".
- Section 3:** "Please select from the following options for how participant attendance will be tracked during the activity?" followed by a dropdown menu labeled "Select Evaluation Attestation 1". Below this is another dropdown menu labeled "Select Evaluation Attestation 2".

At the bottom right, there are navigation buttons: "Previous", "Next", "Finish Later", "Cancel", and "Save".

d. Conflict of interest

- i. This section will ask you to confirm that you have read, understand, and will abide by NSGC's CEU COI Policies. There is also a section provided to upload speaker conflict of interest disclosure forms. These forms must be combined into one document or a compressed file.

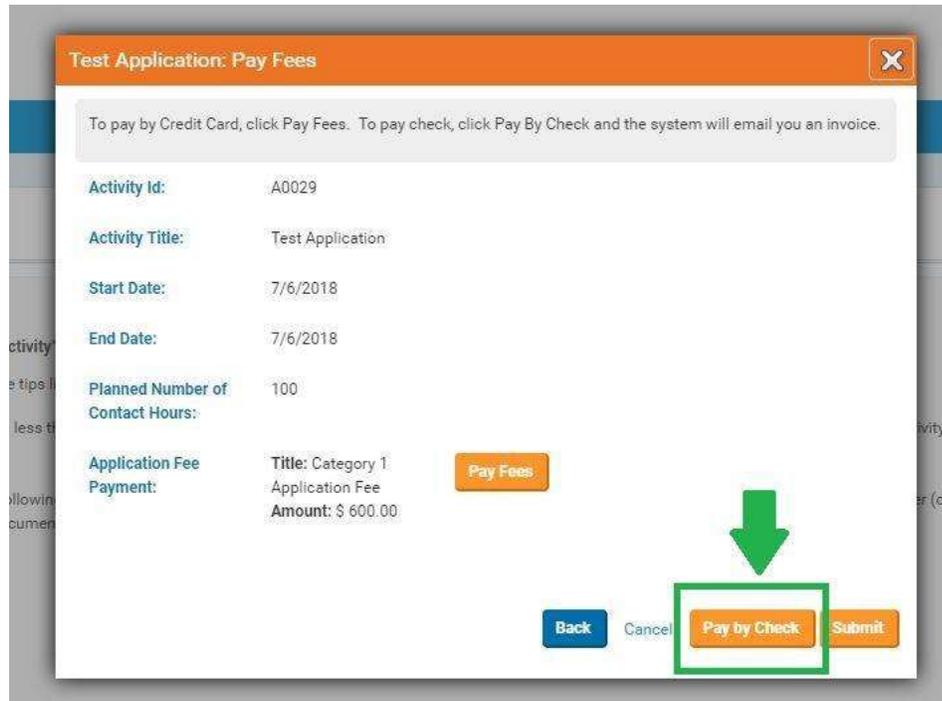
The screenshot shows a web application window titled "Test Application: Enter Activity Details: Conflict of Interest". The main heading is "Please fill out all necessary data for activity approval." On the left, there is a sidebar with four menu items: "Activity Organizer Information", "Uploads", "Verifications and Attestations", and "Conflict of Interest" (which is highlighted with a green box). The main content area contains a large block of text with a bulleted list of policies, followed by an "Attestation:" dropdown menu and a "Conflict of Interest Disclosure(s)?" section with a "Choose from library" dropdown and an "Upload" button.

Attestation: [Dropdown menu]

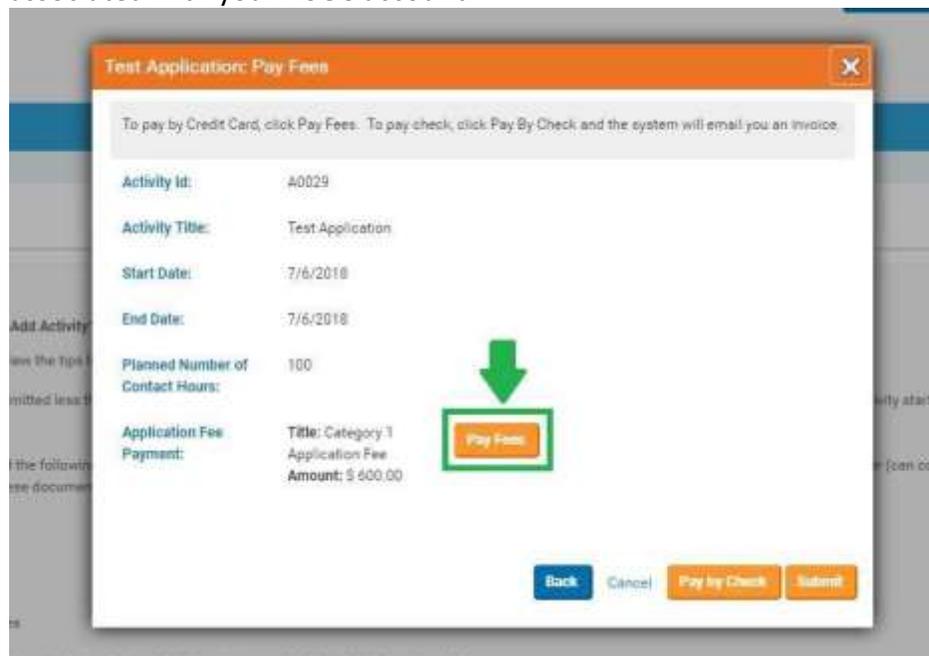
Conflict of Interest Disclosure(s)? [Choose from library] [Upload]

At the bottom right, there are navigation buttons: "Previous", "Next", "Finish Later", "Cancel", and "Save".

5. Application Fee Payment – do not submit payment until you have completed all prior application steps and uploads, as clicking pay fees or pay by check will both automatically submit your application.
- a. You will have two options for application payment: pay by check or pay 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.



6. 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 team. The review process typically takes between 4-12 weeks to complete, and the length depends on when you submit your application and how many other applications are currently in review.
7. 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 4-12 weeks of your submission notifying you of your application approval.
 - b. **Denial:**
 - i. If your application is **denied**, you will receive an email notification with 4-12 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.
 2. If you receive an inquiry for your application, you must log in to the portal using the same steps above and submit your changes directly in the portal application. You may **not** email revised documents to NSGC staff. Any emailed revisions will be disregarded and will not be added to your application for you.
 - iii. The inquiry process will continue between a review team and an applicant until an application is approved or denied.

Please note, all CEU applications are reviewed and approved or denied by volunteer reviewers (genetic counselors) and not by NSGC staff. NSGC staff cannot submit or revise an application on your behalf and they cannot approve/deny your application without a volunteer review team’s approval.