

How to Claim CEUs

Category 1 Process for a Conference

If you are attending an in-person activity that is approved by NSGC for Category 1 CEUs, follow these steps to claim your credit earned:

1. **Sign in at the event.** Each conference has a different method of taking attendance for different sessions, so ensure you are following the conference protocol so that you are recognized as a valid attendee.
2. **Keep record of each session you attend.** Some conferences may distribute a self-report sheet for this purpose; others may ask that you track your attendance in your own notes. Be sure to turn in your record of credits claimed by the deadline set by the conference organizer.
 - ✓ Note that if you are presenting a session, you are not eligible to claim CEUs for that session. You may be able to claim Professional Activity Credits, or PACs, which are distributed directly by ABGC; [reference this fact sheet](#) found on the ABGC website for the most up-to-date outline of all opportunities and requirements for earning PACs.
3. **Evaluate each session you attend.** The conference organizer should distribute an evaluation form for the event. Ensure that you complete this by the deadline the organizer has set.
4. **Pay the \$25 CEU filing fee to the conference organizer.** Checks should be made out to NSGC. Many conferences incorporate this fee into the registration fee for the activity. If you are unsure, check with the organizer. It is the responsibility of the organizer to collect all participants' filing fees and forward them to NSGC so that certificates can be issued.
5. The conference organizer has 60 days to submit records of attendance, evaluations, and payment to NSGC. You should expect to receive your CEU certificate from NSGC within 90 days of the event in the NSGC CEU Portal. Once you receive this certificate, print a copy for your records and enter your CEUs into the recertification tracker found on the [ABGC website](#). *It is the responsibility of each genetic counselor to maintain their individual CEU records.*

Category 1 Process for an Online Activity

If you are attending an online activity that is approved by NSGC for Category 1 CEUs, follow these steps to claim your credit earned:

1. **Register for the course and pay the \$25 CEU filing fee.** Many organizers incorporate this fee into the registration fee for the activity. If you are unsure, check with the organizer. It is the responsibility of the organizer to collect all participants' filing fees and forward them to NSGC each quarter so that certificates can be issued.

2. **Record the hours you accumulate from the course.** Some activity organizers may issue an unofficial of credits earned. Retain this until you receive an official certificate from NSGC (see step 4).
 - ✓ Note that if you are presenting a module in an online course, you are not eligible to claim CEUs for that session. You may be able to claim Professional Activity Credits, or PACs, which are distributed directly by ABGC; [reference this fact sheet](#) found on the ABGC website for the most up-to-date outline of all opportunities and requirements for earning PACs.
3. **Complete the course evaluation and/or assessment distributed by the organizer.**
4. Conference organizers for online activities submit records of credits earned, evaluations, and payment to NSGC on a quarterly basis or at the end of the calendar year. You should expect to receive your CEU certificate from NSGC in April, July, October, December, or January, depending on when you complete the activity. Certificates will be made available in the NSGC CEU Portal.
5. Once you receive this certificate, print a copy for your records and enter your CEUs into the recertification tracker found on the [ABGC website](#). *It is the responsibility of each genetic counselor to maintain their individual CEU records.*

Category 2 Process for In-person and Online Activities

If you have attended an educational activity that was NOT approved by NSGC for Category 1 CEUs, but was approved by another accrediting body (such as AMA, ACCME, etc.), follow these steps to apply for Category 2 CEUs:

1. Complete the Category 2 CEU Application, available in the [NSGC CEU Portal](#).
2. Review the [list of common sessions](#) that do and do not apply to Category 2 CEUs, in addition to [activities that apply for PACs](#) instead of CEUs. These fact sheets will assist you in determining how many hours of the activity are eligible to be applied toward Category 2 CEUs.
3. Complete the application and include the necessary attachments:
 - Information showing topics, time schedule, and speakers from the activity. This must be included for every session for which you seek credit. This information should be obtained from the program brochure, flyer, or from the organizer directly (i.e. an email) if no official publication is distributed.
 - A copy your credit certificate. The certificate should clearly indicate the name of the authorized body approving the program's continuing education credits as well as the number of credits earned. Be sure to retain a copy of your certificate of attendance for your records also.

4. Pay the non-refundable Category 2 CEU application fee (available to pay in the NSGC CEU Portal). For series events, this fee only needs to be paid once per year, per series event.
5. Submit the application and required materials within 90 days of the event, or on a quarterly basis if a series event. Applications not received within this timeframe will be returned without being processed.
6. Within 8-10 weeks, you will receive feedback from NSGC CEU reviewers regarding the status of your application. If you are approved, you will receive an official CEU certificate from NSGC in the NSGC CEU Portal. Be sure to save this for your records, and enter your CEUs into the recertification tracker found on the [ABGC website](#).