

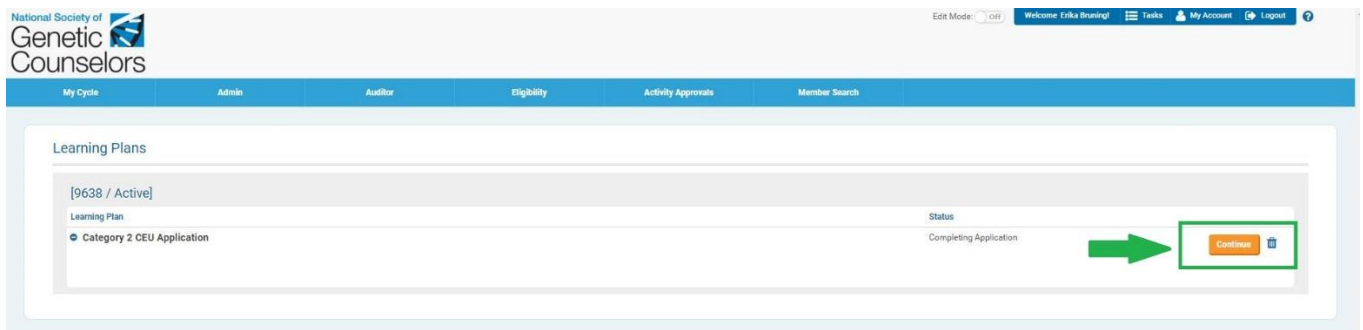
## How to Claim Category 2 CEUs for Academic Coursework (Masters Level or higher)

Please have the following documentation available before beginning your application.

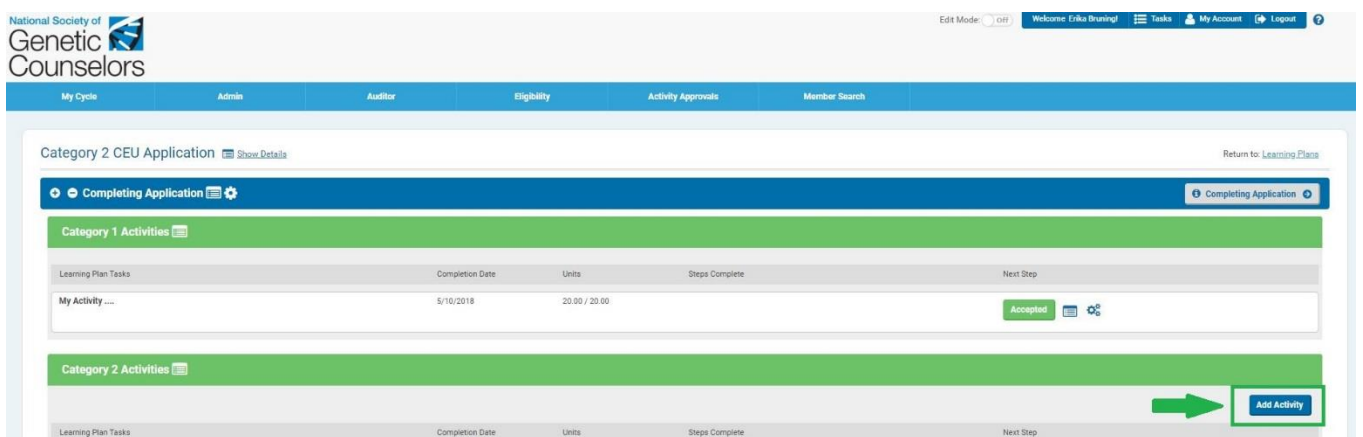
1. A certificate or transcript stating credits or contact hours completed for the course and the accreditation body or university which approved the course.
  - If your course completion is listed in Credits (ex: 3 Credits), you must also provide documentation from your university or academic institution 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.
2. A course brochure, agenda or curriculum which outlines the objectives or goals for the course.
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.

Within 90 days after the completion of the course, please submit your Category 2 CEU application via the CEU Portal.

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”:
- a. 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 screenshot shows a web form titled "Self-Reported Continuing Education: Submit Activity Details: Applicant and Activity Information". The form is contained within a window with a close button (X) in the top right corner. Below the title bar, there is a grey instruction box that says "Please complete the fields below to record your continuing education activity." On the left side, there is a vertical navigation menu with two items: "Applicant and Activity Information" (which is highlighted with a green border) and "Uploads" (with a right-pointing arrow). The main content area contains the following fields:

- First Name\*:
- Last Name\*:
- Phone Number\*:
- Email\*:
- Address 1\*:
- Address 2\*:
- City\*:
- State\*:
- Zip Code\*:
- Start Date of Activity\*:
- End Date of Activity\*:
- Sponsoring Organization\*:
- Provider of Continuing Education Credit\*:

- b. 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.

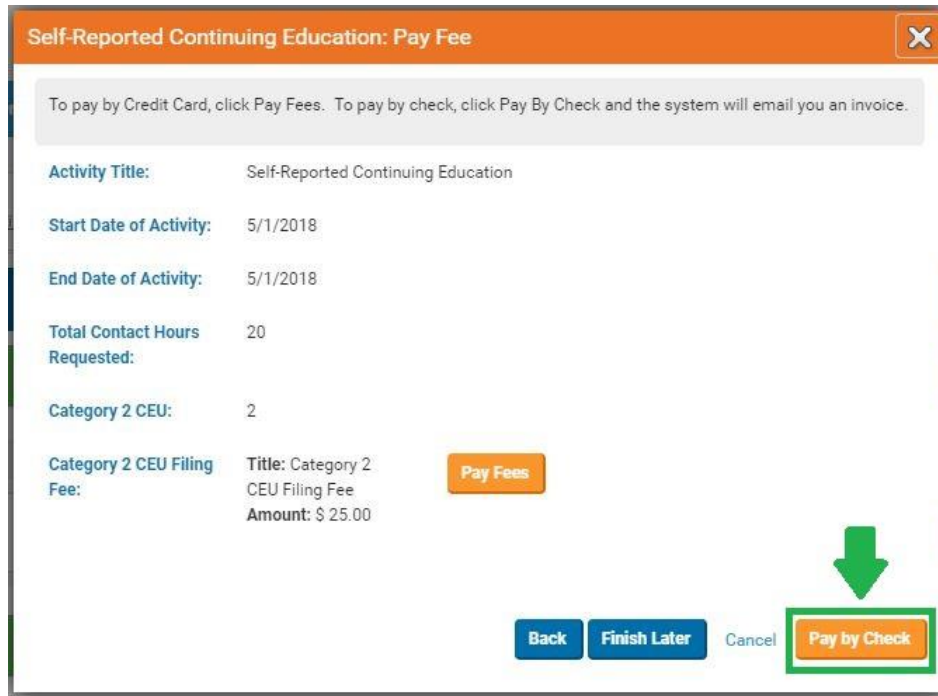
The screenshot shows a web form titled "Self-Reported Continuing Education: Submit Activity Details: Uploads". The form is contained within a window with a close button (X) in the top right corner. Below the title bar, there is a grey instruction box that says "Please complete the fields below to record your continuing education activity." On the left side, there is a vertical navigation menu with two items: "Applicant and Activity Information" (with a right-pointing arrow) and "Uploads" (which is highlighted with a green border). The main content area contains the following upload sections:

- Session Attendance Grid\*: [Choose from library](#) or
- Activity Brochure\*: [Choose from library](#) or
- Certificate of Attendance\*: [Choose from library](#) or

At the bottom of the form, there are navigation buttons: "< Previous", "Next >", "Finish Later", "Cancel", and "Submit".

## 7. Application Fee Payment

- a. You will have two options for application payment: pay by check or by credit card:
- 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.

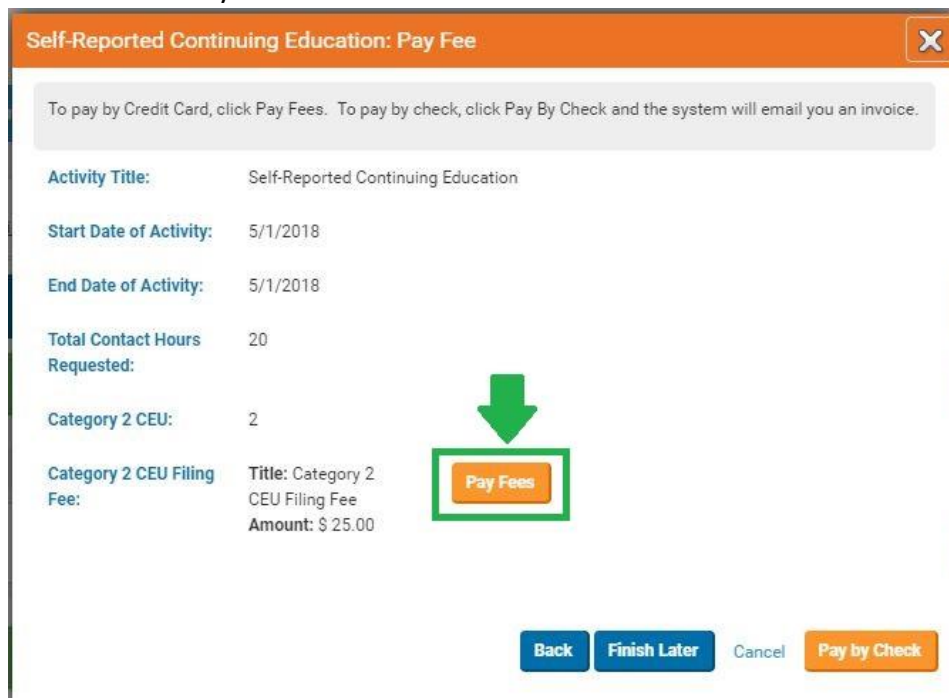


The screenshot shows a web form titled "Self-Reported Continuing Education: Pay Fee". At the top, a grey instruction box says: "To pay by Credit Card, click Pay Fees. To pay by check, click Pay By Check and the system will email you an invoice." Below this, the form displays the following information:

- 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

There are three buttons: "Pay Fees" (orange), "Back" (blue), and "Finish Later" (blue). A "Cancel" link is also present. The "Pay by Check" button (orange) is highlighted with a green box and a green arrow pointing down to it.

- 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.



This screenshot is identical to the one above, showing the "Self-Reported Continuing Education: Pay Fee" form. In this instance, the "Pay Fees" button (orange) is highlighted with a green box and a green arrow pointing down to it, indicating the selection for credit card payment.

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/page/ceuapproval> 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.