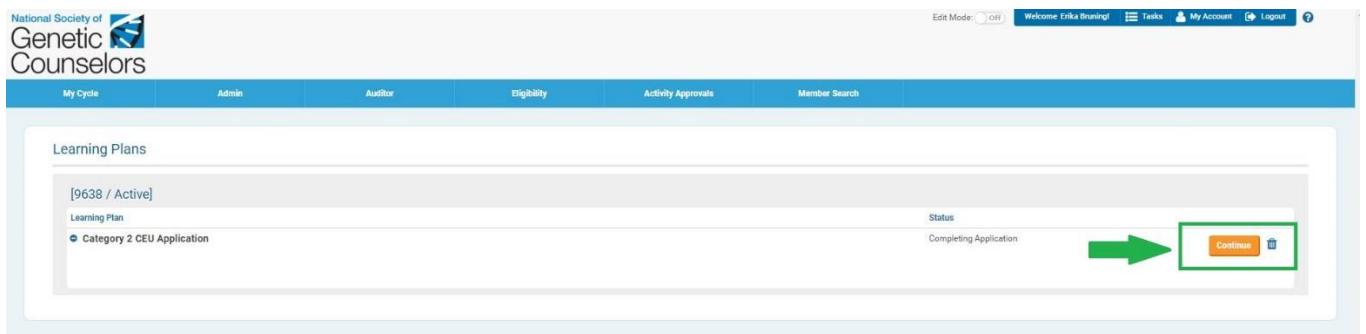
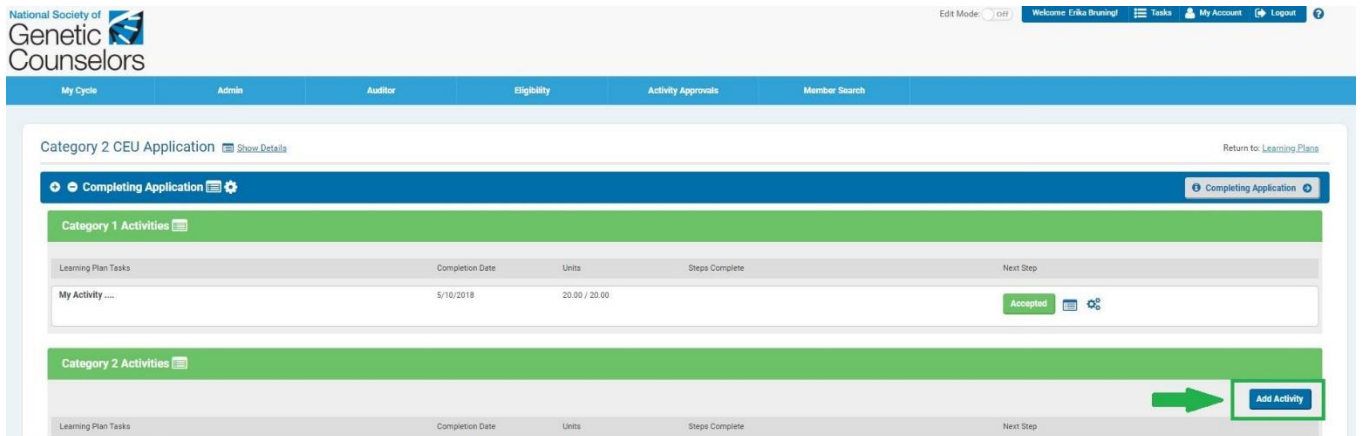


How to Submit a Category 2 CEU Application in the NSGC CEU Portal

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.
 - 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 portal, select the orange “Continue” button available on the right-hand side of the screen.



3. Next, select the blue “Add Activity” button under the green Category 2 Activities section.



4. 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.
 - i. Make sure you are submitting within 90 days (per CEU Standards & Guidelines) after the activity end date or the system will not accept your application. You should be applying quarterly (and within 90 days of quarter end) for series-style activities.

Self-Reported Continuing Education: Submit Activity Details: Applicant and Activity Information

Please complete the fields below to record your continuing education activity.

Applicant and Activity Information

Uploads >

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 or visit our website [here](#) for templates. *Note: if you have more than one document to upload in a section, please combine multiple documents into a single pdf or compressed file for upload.*

Self-Reported Continuing Education: Submit Activity Details: Uploads

Please complete the fields below to record your continuing education activity.

Applicant and Activity Information >

Uploads

Session Attendance Grid*:

Activity Brochure*:

Certificate of Attendance*:

< Previous Next >

Finish Later Cancel Submit

5. Application Fee Payment

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

The screenshot shows a web interface titled "Self-Reported Continuing Education: Pay Fee". At the top, there is a grey instruction box: "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 activity details are listed:

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 border and a green arrow pointing down to it.

- 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.

Self-Reported Continuing Education: Pay Fee

To pay by Credit Card, click Pay Fees. To pay by check, click Pay By Check and the system will email you an invoice.

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

Pay Fees

Back **Finish Later** **Cancel** **Pay by Check**

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 teams.
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 8-10 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 as soon as possible.
 - b. **Denial:**
 - i. If your application is **denied**, you will receive an email notification with 8-10 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.
 - a. To update an uploaded document, click the trashcan icon next to your previously submitted document. Then replace with your revised version.
- iii. The inquiry process will continue between a review team and an applicant until an application is approved or denied.