Category 1 Application Content FAQs

Is a CV required for presenters/speakers?
No. But a completed COI form is required for all speakers and it has to be submitted BEFORE we can approve your activity. Late COI forms are not allowed.

How many objectives are required?
One objective is required **per speaker per 30 minutes** of content. So, a half-hour presentation with one speaker would require one objective. Any time there is another speaker added, or the presentation goes over a thirty minute increment, another objective is needed. So, a 45-minute presentation with one speaker would require two objectives, as would a half-hour presentation with two speakers.

     A few examples:
     1 speaker, 30 minutes = 1 objective
     1 speaker, 45 minutes = 2 objectives
     1 speaker, 1.25 hours = 3 objectives
     2 speakers, 2 hours = 4 objectives
     3 speakers, 1 hour = 3 objectives

The exception to this is panel discussions, where objectives are determined by the length of the session only. For example, a 1-hour panel discussion with 6 panelists would only require 2 objectives (1 per 30 minutes)

It says each objective should contain one behavioral verb – what does that mean?
Each objective should contain only one measurable behavioral verb. Here are some examples of accepted measurable behavioral verbs. Learn, understand, consider, etc are not acceptable behavioral verbs because they are not measurable.

Does "compare and contrast" count as one verb or two in an objective?
Technically, this would be two verbs, but given the colloquial use of the phrase as one verb it is generally found acceptable.

Is "discuss" an acceptable verb in an objective?
Eh, it is technically measurable, but it's not our favorite verb. We'd prefer something else.

Are CME COI disclosure forms acceptable?
Yes, these meet the same requirements as the NSGC COI form. Other COI forms from institutions may or may not be approved, depending on if they meet the same strict non-branded content rules. It's best to use the NSGC COI form if you're not sure. All COI forms must be completed and submitted before we can approve your activity for Cat 1 CEUs.

Are quiz questions required in addition to the evaluation?
Only for online, enduring, distance-learning activities. Examples: webinar series recordings, online courses, conference recordings.

My activity is online, enduring, distance learning! How many quiz questions do I need?
5-7 multiple choice questions per hour of content. Here's some guidelines for quiz writing. No true/false questions allowed!

Does the evaluation need to have a question for every session objective (i.e. "Was ___ objective met in ____ session?") or just the three overall activity objectives?
Yes, every SESSION objective should have an evaluation question, NOT just the three overall activity objectives.

Does every speaker need to be included in the evaluation?
Yep. And you should also ask if all presentations were presented without bias. Here's a template for a good evaluation.

I'm working on a series, not a conference, what do I need for my application?
Completed materials (EAO form, speaker COI forms, quiz if applicable, and evaluation) for your first planned session, as well as an agenda (at least planned number of sessions and contact hours) for your series. You must submit your actual, completed materials for your first series session - not an example from last year's series, not a sample of what it might be, not blank templates – the actual first session materials. If you don't have the first session materials compiled or planned yet then you're not ready to apply for CEUs. Following the completion of your approved series, you'll need to submit all your subsequent session materials when you submit your post activity documents to claim CEUs.

I forgot something in my application but I already submitted – can I add it now?
Not until you get a revision request, at which time you can revise or add additional materials for your application.

I received a revision request but I can't figure out how to upload my revised documents in the portal – can I just email them to you?
NO. NSGC staff cannot effectively add documents to an application without pulling the application out of its current review state and removing it from the reviewer's task queue. Doing so causes a lot of confusion for everyone involved and may result in significant delays, so we will not upload documents to your application on your behalf.

To upload a revised document, simply click the trashcan icon next to your currently uploaded document, and then replace with the revised version. The system does not store previously uploaded versions of documents, so make sure that you have combined the appropriate files into your revised version for upload. Remember, if you have more than one document to upload in a section (i.e. many COI forms) please combine into one merged pdf or compressed file for upload.

If you have vision impairment or are otherwise unable to use the site due to physical limitations please reach out to ceu@nsgc.org for assistance.