

Category 1 CEU Post Activity Documentation Checklist

So, you've been approved for Category 1 CEUs and your activity is about to conclude. What's next?

You'll need to complete the following steps within 60 days after the end date of your activity or by December 9, 2019, whichever comes first. If post-course materials for your activity are submitted after December 9, 2019, NSGC does not guarantee CEU certificate issuance by December 31, 2019. *If your activity does not conclude before December 9, 2019, you do not need to submit post-activity documents until your activity end.*

1. Remember you need to submit post activity documents directly into the portal through the same account used to submit your application. No other NSGC account will be able to access your approved application.

2. Prepare your post activity documents for upload in the portal.

[CEU Earner Spreadsheet](#) (aka Attendance Spreadsheet)

- This should be an electronic spreadsheet (Excel or CSV) NOT a word doc, pdf or other scanned document. The portal system needs to be able to read the data in the spreadsheet cells and cannot do that from a pdf, word or scanned doc.
- **This spreadsheet should contain the following and ONLY the following information for each CEU earner:**
 - Activity ID (the number associated with your application: A0__ _)
 - Activity Completion Date
 - First Name
 - Last Name
 - [NSGC User ID](#)
 - Contact Hours Earned (Not CEUs. Contact Hours.)
 - Learning Plan Name
 - Enter "CEU Activity" for this field in each line
- **DO NOT INCLUDE** any attendees who are not earning CEUs or any information not outlined above.
- This document should be vetted to include only attendees who have completed all requirements to claim CEUs (verified attendance, completed evaluations, paid fees, passed quizzes) and should match the number of CEU earners reported in the portal.

Evaluation Results

- This should be the results from the evaluation form which was approved with your application.
 - For series application you should be submitting evaluation results from ALL completed sessions, not just overall activity evaluation.

- **Combine multiple pages or documents into a merged pdf or compressed (zipped file for upload).**
- You may submit summarized or anonymous evaluation results **as long as they include any comments**, especially if the comments include COI complaint.
- **Sign-In Sheets or Self-Report forms**
 - Or other appropriate documentation to correspond with your selected attendance verification method.
 - Combine multiple pages or documents into a merged pdf or compressed (zipped) file for upload.

Additional Uploads Required for Series-Style Activities

- **[Education Activity Overview Forms \(EAO\)](#)**
 - You should have completed an accurate and CEU compliant EAO form for each session, detailing session dates, topics, speakers and objectives.
 - Submit all session EAO forms which were not included in your originally approved application materials.
 - Combine multiple pages or documents into a merged pdf or compressed (zipped) file for upload.
- **[COI \(Conflict of Interest\) Disclosure Forms](#)**
 - Every speaker/presenter in your series should have completed a COI disclosure form prior to their presentation.
 - Submit ALL collected session speaker COIs.
 - Combine multiple pages or documents into a merged pdf or compressed (zipped) file for upload.
- **[Quiz Questions](#)**
 - Submit quiz questions as written for any session which was not included in your activity application.
 - Submit quiz results for all sessions.
 - Remember there is an 80% pass rate and three-time retake limit required for all quizzes. Anyone falling short of those requirements has not met CEU standards and should not earn CEUs for that session.
 - Combine multiple pages or documents into a merged pdf or compressed (zipped) file for upload.

3. Prepare to pay your application fees

- **Calculate your total number of CEU earners.**
 - Remember, this number should correspond with the amount of earners reported in your attendance spreadsheet.

- Do not include attendees who did not claim CEUs or who did not meet requirements for claiming CEUs (completed evaluations, fees paid, verified attendance, passed quizzes).
 - You will enter this number in a provided field during your attendance reporting in the portal.
 - The number you enter is what will be used to calculate your CEU filing fees owed.
- **Determine if you will pay by credit/debit card or check**
 - Remember, you may submit **one lump sum** payment by credit card or **one lump sum** payment by check.
 - **Until August 2019**, you may collect checks from individual participants made out to NSGC and send them in ONE compiled mailing. This option will **not** be available after August 2019.
 - If paying by credit card, click the “Pay Fees” button to pay immediately.
 - Please note, **ONLY** the account which was used to create the application will have access to pay the fees. You cannot share a link or share access to have an institution or other person pay the fees.
 - If paying by check, click “Pay Later” to receive an automatically created invoice via email (from nsgc@learningbuilder.net)
 - Please remit this invoice with your check to the address on the invoice.
 - **NSGC cannot and will not collect payments directly from participants for CEU filing fees. It is the responsibility of the organizer to collect filing fees and submit to NSGC. NSGC SIG activities have some additional permissions – reach out to ceu@nsgc.org if you are organizing a SIG CEU activity.**
 - **Do not** under any circumstances instruct participants to pay or send checks to NSGC individually or directly. If you have an attendee who needs to submit a late payment, contact ceu@nsgc.org to make arrangements.

4. Pat yourself on the back! You just submitted your attendee claims for CEUs!