An Overview of How COVID-19 May Affect Your NSGC Category 1 CEU Activity

NSGC recognizes that many institutions and organizations are faced with difficult decisions regarding their upcoming events due to the unprecedented effects of COVID-19. This document is intended to serve as a guideline for how NSGC can assist you in determining the right action to take for your event or activity, with regard to NSGC CEUs.

Below are answers to a few common questions regarding changes to programming due to COVID-19. For specific questions or concerns regarding your event or activity, please reach out to ceu@nsgc.org.

Our event/activity was approved for Category 1 CEUs as an in-person event but we are considering moving to a live, virtual format due to travel restrictions. Will this impact our ability to offer CEUs?

Good news; if you have been approved to offer Category 1 CEUs for an in-person event, you are also approved to offer the same content as a live webinar, live on a webex platform or other form of live broadcast. This also includes presentations which may have been pre-recorded but broadcast live to attendees at one time. This assumes that whatever platform you are using to broadcast the sessions incorporates an attendance-tracking feature to track participant’s attendance in real time. Zoom, Go-to Webinar, and most other major webinar/virtual meeting platforms offer this capability and we will expect you to utilize this feature when verifying your attendees’ CEU claims. There is no change to your application or approval necessary, and no fees associated for you to switch from an in-person event to a virtual live meeting.

We would like to record our event/activity or sessions and offer the recorded content to participants on-demand. Does this affect our ability to offer CEUs for the event?

If you are planning to record content from a webinar or broadcast to make available for CEUs later or pre-record content to be viewed on-demand, this is not covered under your current in-person event/live webinar approval. In order to be approved to offer recorded content for later CEU claims, you would have needed to indicate in your initial application that you were planning to offer recorded content and provided quiz questions as the attendance verification method for each session for which you are offering CEUs to be approved as part of the application package. There are also some additional attestations and clauses that must be agreed to in the application process when approving recorded, enduring content. There is no effective way for us to transfer your live activity to an activity offering recorded materials without going through at least a partial review process again, which is not something that we can effectively do on short notice without placing tremendous burden on our volunteer CEU reviewers.

If you feel it is important to offer CEUs for recorded content from your activity, we encourage you to submit a second CEU application for the enduring recorded sessions for which you will be offering CEUs. This is a common practice for large meetings, events or series’ that offer in-person sessions or live webinars, but also wish to make their content available to attendees afterwards. For example, the NSGC
Annual Conference always has a subsequent CEU application and approval for our Annual Conference Recordings packages.

- If you are moving to a recorded or on-demand format for your activity instead of postponing an event or hosting a live broadcast or live webinar of the activity, you will need to submit a new CEU application but NSGC will waive the application fee for the new application.

- If you are adding recordings or an on-demand format in addition to hosting a postponed or live broadcast or live webinar event, you will need to submit a new CEU application and pay the appropriate application fees as this would constitute a second event or activity.

Our event/activity is approved for CEUs but we are considering rescheduling to a later date. Does this impact our ability to offer CEUs?

No. Assuming the only thing changing about your event is the date, just let us know your new activity dates and we will adjust your approval to reflect the actual event dates. No fees or other updates to materials are required.

If a large portion of your activity will change due to speaker unavailability or other mitigating factors, we will need to do at least a partial re-review of your application with the updated Education Activity Overview (EAO) form, agenda, speaker COI forms, and evaluation materials. How long this re-review may take will be determined by a number of factors including the scale of changes to your program, how many other applications are in review at that time. As with typical CEU applications, we ask that you give us as much notice as possible for a re-review out of respect for our volunteer CEU reviewers. All Category 1 CEU activities will still require approval for CEUs prior to your event, including any re-reviews. NSGC cannot retroactively approve any activity for Category 1 CEUs.

Our event/activity was approved for CEUs but we have decided to cancel the event due to COVID-19. Can we get a refund on our application fees?

No. NSGC is not in a position to offer refunds for any activity application that has already gone through the complete Category 1 CEU Review process as our administrative costs have been incurred already.

Our event/activity was submitted for Category 1 CEU review but has not yet been approved, and we are considering cancelling the event. Can we pause the review process while we decide whether to cancel the event?

If you have recently submitted a Category 1 application and would like to pause the review process while determining if your event will undergo cancellation, please reach out to ceu@nsgc.org immediately to inform us that you would like to pause the review process.

- If you choose to pause the review process and later determine to move forward with the event, it may still take a few weeks for NSGC to be able to pick up the review process and finalize your approval. Please provide as much notice as possible of your decision so we can assist you
efficiently. As a reminder, NSGC cannot retroactively approve any activity for Category 1 CEUs, so the review process must be complete prior to your event start.

- If you choose to pause your review process and ultimately cancel the event or activity, NSGC may be able to offer a full or partial refund of application fees depending on how far into the review process your application was when paused.