

How to View Category 1 and 2 CEU Certificates in the NSGC CEU Portal

- Login to your NSGC member or guest account, and head to the CEU Approval Page: <u>https://www.nsgc.org/page/ceuapproval</u>. From here, select the "Access the NSGC CEU Portal" button. Then select the orange "View my CEU Certificates" button.
- 2. Once you are in the portal, select the orange "Continue" button available on the right-hand side of the screen.

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- 3. To view your certificates select the gear icon located to right of the activities listed in the Category 1 and 2 green sections, and then "View Certificate". If you do not have an activities loaded in this portion of the NSGC CEU Portal, it is because:
 - a. You have not participated in a Category 1 CEU activity
 - b. You have participated in a Category 1 CEU activity, however, the activity organizer has not yet sent in credit information. Activity organizers have 90 days to submit post-activity information to NSGC.
 - c. You have not submitted and/or been approved for a Category 2 CEU activity.

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