

# ABGC Recertification Application & Dashboard Instructions

## Getting Started:

Application Link: <https://abgc.learningbuilder.com/>

When logging into the Learning Builder application system, diplomates are required to input their username (current email address with ABGC) and your password. The first login attempt will require a password reset. You may need to select the [Forgot your password](#) link.

Diplomates are required to complete 12.5 CEUs and upload proof of completion for each CEU activity or event. Below are screen shots of the new application system and dashboard.

## Screen Shots of Application page

The screenshot displays the 'Recertification Application (01/01/2018 to 12/31/2022)' dashboard. At the top right, there is a 'Return to: [Learning Plans](#)' link. Below the header, there are navigation icons and a status indicator 'Awaiting Fees'. The main content area is divided into 'Requirements' and 'Limits' sections. The 'Requirements' section shows two progress bars: 'You must complete 12.5 Continuing Education Units in your recertification period' (0.0 of 12.5) and 'You must complete 7.5 Continuing Education Units in Category 1' (0.0 of 7.5). The 'Limits' section shows two progress bars: 'You may not apply more than 2.5 CEUs towards recertification requirements from PAC' (0.0 of 2.5) and 'You may not apply more than 5.0 CEUs towards recertification requirements from Category 2' (0 of 5). A legend on the right side explains the progress bar colors: green for 'Units Added', grey for 'Remaining', green checkmark for 'Completed', red exclamation mark for 'Limit Exceeded', and blue information icon for 'More Information'. Below the requirements, there is a 'Continuing Education' section with a '(show more)' link and an 'Add CEU' button. A table lists the following entry:

Category	Course Name	Completion Date	Credits	Actions
Category 1 Continuing Education	Inherited GI Cancer	11/22/2022	0.60	Submit Details

## CGC® Application Steps

Step 1. Entering your CEUs

Step 2. Submit your Application

Step 3. Pay Certification Maintenance Fees

## Step 1. Entering your CEUs

Diplomates will be directed to the screen below or an orange **Open** button. As CEUs are submitted, the tracking will appear in green and provide an update percentage of your progress.

Recertification Application (01/01/2018 to 12/31/2022) Return to: [Learning Plans](#)

Awaiting Fees Awaiting Fees

**Requirements**

- You must complete 12.5 Continuing Education Units in your recertification period  
0% 0.0 of 12.5
- You must complete 7.5 Continuing Education Units in Category 1  
0% 0.0 of 7.5

**Limits**

- You may not apply more than 2.5 CEUs towards recertification requirements from PAC  
0% 0.0 of 2.5
- You may not apply more than 5.0 CEUs towards recertification requirements from Category 2  
0% 0 of 5

**Legend**

- Units Added
- Remaining
- Completed
- Limit Exceeded
- More Information

**Continuing Education** Add CEU

[\(show more\)](#)

	Course Name	Completion Date	Credits	
	Category 1 Continuing Education	Inherited GI Cancer	11/22/2022	0.60 <span style="float: right;">Submit Details</span>

- Select the **Add CEU** button to complete your CEU data.
- Select the **Submit Details** to complete previously uploaded CEU data.

**Select Activity** X

**Activity Title**

- ▶ Category 1 Continuing Education + Select
- ▶ Category 2 Continuing Education + Select
- ▶ Professional Activity Credit (PAC) + Select

- Select the activity and input the information shown below, all uploads must be a PDF format.

### Category 1 Continuing Education: Submit Activity Details ✕

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

Category 1 Continuing Education

**Guidance:** Category 1 CEUs are granted for programs with content targeted to genetic counselors and pre-approved by ABGC or the National Society of Genetic Counselors (NSGC), as detailed below. At least 60% of the credits required for recertification must be Category 1.

**Course Name\*:**

**Education Provider\*:**

**Completion Date\*:**

**Requested Units\*:**

**Proof of Completion\*:** [Choose from library](#) or

- As CEUs are completed, the status will show **Submitted**.
- If any **errors** are made when entering CEU hours, topics or dates you can make corrections by clicking on the to the right of your submission and select **Edit**.
- If you have any CEU submissions that were pulled over from the previous application and are not needed you don't need to do anything with them.

Completing Application
Completing Application ⋮

**Requirements**

You must complete 12.5 Continuing Education Units in your recertification period

2.31 of 12.50

You must complete 7.5 Continuing Education Units in Category 1

2.31 of 7.50

**Limits**

**Continuing Education**

[\(show more\)](#)

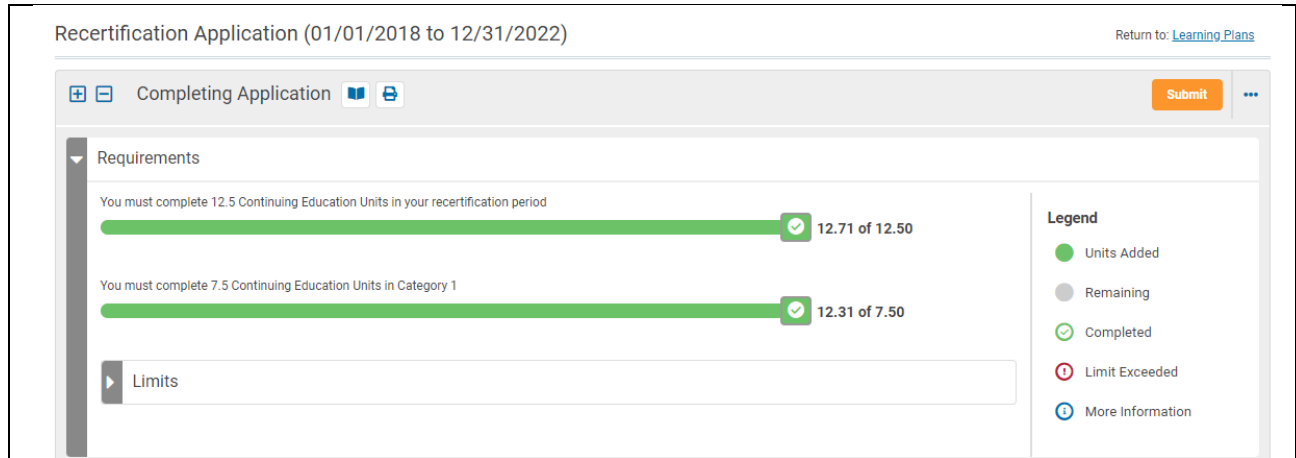
	Course Name	Completion Date	Credits	
	Category 1 Continuing Education NSGC 37th Annual Conference	11/17/2018	2.31	<span style="color: green;">✔ Submitted</span> <span>⋮</span>
	Category 1 Continuing Education NSGC Cancer SIG 2018 Webinar Series	12/1/2018	0.40	<span style="background-color: #FFC000; padding: 2px 5px;">Submit Details</span> <span>⋮</span>

**Legend**

- Units Added
- Remaining
- ✔ Completed
- ⊘ Limit Exceeded
- ⓘ More Information

## Step 2. Submit your Application

- After all required CEUs have been submitted, the tracking will show completed with a green check mark. You will then select **Submit**.



Recertification Application (01/01/2018 to 12/31/2022) Return to: [Learning Plans](#)

Completing Application **Submit** ...

**Requirements**

You must complete 12.5 Continuing Education Units in your recertification period  
 ✔ 12.71 of 12.50

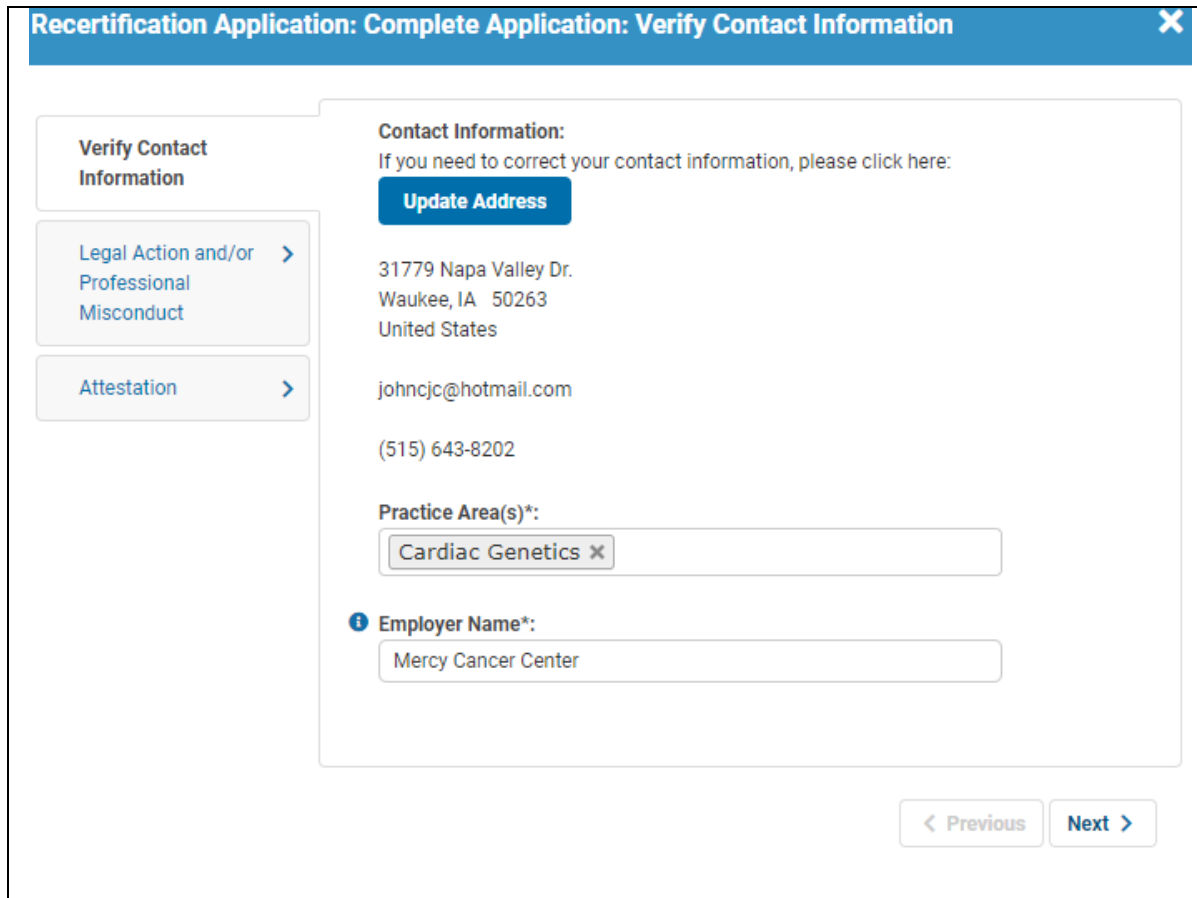
You must complete 7.5 Continuing Education Units in Category 1  
 ✔ 12.31 of 7.50

**Limits**

**Legend**

- Units Added
- Remaining
- ✔ Completed
- ⊖ Limit Exceeded
- ⓘ More Information

- Verify your Contact Information; complete the Legal Action and/or Professional Misconduct section and the Attestation. Select **NEXT** to move from each step. Click on **SUBMIT** when you are done.



**Recertification Application: Complete Application: Verify Contact Information** ✕

**Verify Contact Information**

**Contact Information:**  
If you need to correct your contact information, please click here:  
**Update Address**

31779 Napa Valley Dr.  
Waukee, IA 50263  
United States

johncjc@hotmail.com

(515) 643-8202

**Practice Area(s)\*:**  
Cardiac Genetics ✕

**Employer Name\*:**  
Mercy Cancer Center

[< Previous](#) [Next >](#)

- Select the Continue button.

### Step 3. Pay Certification Maintenance Fees

- Select Pay Fees to process the remaining Certification Maintenance Fee owed.

**Recertification Application: Pay Fees** [X]

ABGC bills all Diplomates an annual Certification Maintenance Fee (CMF) at the end of January each year for the current year. The CMF can be paid upon receipt of the invoice or it can be paid at the time of Recertification. However, if the CMF is paid at the time of recertification, the Diplomate pays the current rate for all past year's due.

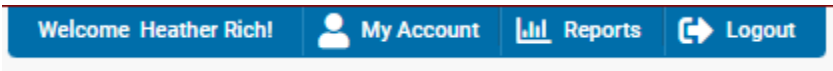
Your Annual Dues are Paid Through: 12/31/2020

Recertification Fee\*: Title: Annual Maintenance Fee for 2 Year(s)  
Amount: \$ 170.00 **Pay Fees**

**Back** **Cancel** **Submit**

### Recertification Dashboard:

When you start your CGC recertification application, you will see a blue bar at the top of your application that will display your name and My Account as shown below.



By clicking on the My Account, you will have access to the following features:



- Account Details
  - Editable fields to update your email, phone, address by selecting the blue pencil boxes
- Applications
  - In-progress application status
  - Certification maintenance fee
- Payment History
  - Printable receipts for all payments made through the new application system
- Communications
  - History of all emails sent through new application system
- Library
  - Copies of all documentation (certificates/transcripts) uploaded