

Guidelines for Completing Form 5, Course Roster & Summary; Form 6, Consultant Application for Accreditation and/or Form 7, Consultant Refresher Accreditation Application when Students and/or Consultants have attended an Event; and Form 17, List of Consultants' & Refreshers' Applications

Note: Only the **State Chairmen** maintaining the Student's/Consultant's Record can verify and sign Form(s) 6, Consultant Application and Form(s) 7, Refresher Application
 Appropriate **Accrediting Chairman** will sign Form(s) 6, Consultant Applications & Form(s) 7, Refresher Applications for Students and Consultants living in States with no ES, GS or LDS Chairmen
 Form 5, Roster to be signed by **Host State School Chairman and Primary Accrediting Chairman**
 Always use most current Forms which are on the NGC Website.
 (Please **Read** from left to right, then down left to right)

4/12/2021

Local Chairman (LC)>	Students/Consultants>	State Chairman (SC) where Event was held >
<p>-Local Chairman or Registrar creates Event Registration Form Requesting students seeking course credit email a Consultant Application (Form 6) one week before the course begins.</p> <p>-Requests all refreshing consultants to submit a Form 7, Refresher Application (obtained from their State Chairman or initiated by themselves and approved by their State Chairman) one week prior to the event or they will not receive credit.</p> <p>-Form 7, Refresher Application, must indicate the state and region where attendees' records are kept.</p> <p>-LC may coordinate with their State Chairman to receive this information directly from the State Chairman for In State students/consultants.</p> <p>At completion of course:</p> <p>-Completes Form 5, Roster, and keeps a copy. Don't issue fee check until roster confirmed with SC and Primary AC.</p> <p>-Mails fee check to Primary AC & copy of check to SC after the Roster has been verified correct.</p> <p>-Email Form 5, Course Roster & Summary and Forms 6, Consultant Application(s) and/or Forms 7, Refresher Application(s) to SC.</p>	<p>-Upon registration for a course, advises their State Chairman (SC) they are going to take course for credit. (Gives SC opportunity to confirm eligibility or advise if not eligible to receive credit.)</p> <p>-All students must complete Form 6, Consultant Application and email it to Registrar one week before course starts. Consultants taking a course for refresher credit must complete Form 7, Refresher Application and email it to Registrar one week before course starts.</p> <p>Note: Form 5, Course Roster will be sent to all applicable SC to confirm attendance for State Records & sign Form (s) 6, Consultant Application(if completed 4th Course) & Form(s) 7, Refresher Application, email to NGC AC Chairman.</p>	<p>-Also completes Local Chairman duties if there is no LC.</p> <p>-Receives Form 5, Roster, and Form(s) 6, Consultant Application(s) and/or Form(s) 7 Refresher Application(s)</p> <p>-Signs Form 5, Roster</p> <p>-Receives from Primary Accrediting Chairman Form 17 (List of Consultants' & Refreshers' Application List) to identify and track submission of Form(s) 6 & 7.</p> <p>-Verifies Form(s) 6, Consultant Application(s) and Form(s) 7, Refresher Application information is complete/signs/approves ONLY for In State Students /Consultants. (Form 6, Consultant Application is submitted to Accrediting Chairman (AC) only upon completion of Student's 4th Course in a School.)</p> <p>-Keeps a copy of all forms for records.</p> <p>-Receives copy of Fee Check for State Records after Roster has been confirmed.</p> <p>-Forwards all Form(s) 6, Consultant's Application(s) & Form(s) 7, Refresher Application(s) received including those for Out of State attendees to the NGC Accrediting Chairmen assigned to the Region</p> <p>-Updates state records.</p>

<p>-NGC Primary Accrediting Chairman (AC) where Event was held > -Receives Form 5, Roster, and Form(s) 6, Consultant Application(s) & Form(s) 7, Refresher Application(s) for Students & Consultants. - Completes Form 17, List of Consultants' and Refreshers' Applications as a reference; sending to the SC of Event State and appropriate ACs. -Reviews, signs/approves Form 5, Roster and Form(s) 6, Consultant Application(s) & Form(s) 7, Refresher Application(s) for Students and Consultants from States within her/his designated Regions. -Emails Form 5, Roster and applicable Forms 6 & 7 to appropriate Accrediting Chairmen of Out of State Students and Consultants. -Mails fee check to NGC Secretary. -Emails signed Form 5, Roster, Form(s) 6, Consultant Application(s), & Form(s) 7, Refresher Application(s), and Form 17 to NGC Schools Secretary. - Sends Consultant Cards to SC ONLY for consultants in her/his region. -Keeps copies of all paperwork.</p>	<p>Accrediting Chairman of Out Of State Student(s)/Consultant(s) -Receives copy of Form 17. -Receives Form 5, Rosters, Form(s) 6, Consultant Application(s) & Form(s) 7, Refresher Application(s) from Primary AC for students/consultants in her/his region. -Emails Form 5, Roster to SC/Credentials Chairman/Designated Person/State President in her/his Region with Students and Consultants who attended the event. (See next Box) -Receives and signs Form(s) 6, Consultant Applications & Form(s) 7, Refresher Applications from SC forwarding to Primary AC and NGC Secretary. -Issues Consultant Cards (to SC) for those consultants in her/his regions. -Keeps copies of all records.</p>	<p>State Chairmen of Out Of State Students/Consultants> -Receives Form 5, Roster and Form(s) 6, Consultant Application(s) & Form(s) 7, Refresher Application(s) from AC for students/consultants in her/his State. -Verifies, signs and returns Form(s) 6 & 7 to the AC for her/his region. -Sends Consultant Cards to Consultants -Keeps copies for State Records</p>
<p>NGC Schools Secretary> -Receives Form 5, Roster, Form(s) 6, Consultant Application(s)(only after completing 4th Course) & Form(s) 7 Refresher Application(s), Check and Form 17, List of Consultants and Refreshers Applications from Primary AC where Course was held.</p>	<p>NGC Schools Secretary (cont.) -Receives Forms 6 & 7 from out of state AC -Contacts AC of Out of State Attendees for missing Forms 6, & 7 using Form 17 as control sheet.</p>	<p>NGC Schools Secretary (cont.) -After all Form(s) 6, Consultant Application(s) & Form(s) 7, Refresher Application(s)s received, enters Data using Forms 6 & 7 into NGC Data Base -Creates Letter of Good Standing (Emails copies to all ACs and SCs involved).</p>