



**NATIONAL CERTIFIED GUARDIAN  
APPLICATION FOR RE-CERTIFICATION  
Revised February 23, 2010**



I certify that the information provided in this application is true and correct to the best of my knowledge and belief and understand and agree that I have a continuing obligation to advise the Center for Guardianship Certification if there is a change in circumstances.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**THIS APPLICATION MUST BE RETURNED NO LESS THAN ONE MONTH PRIOR  
TO THE CERTIFICATION EXPIRATION DATE.**

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*Center for Guardianship Certification  
PO Box 5704  
Harrisburg, PA 17110  
(717) 238-4689 ♦ Fax: (717) 238-9985  
[www.guardianshipcert.org](http://www.guardianshipcert.org)*





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**CGC DOCUMENTATION FOR RE-CERTIFICATION**

**NAME:** \_\_\_\_\_ **Date Certified:** \_\_\_\_\_

Re-certification for the NCG certification requires attendance/participation in at least 20 hours of continuing education and/or guardianship training every two years. The time period for which you are tracking your CEU's is calculated from the month that you were originally certified; not an automatic calendar year. For example, if you were certified in March 2004, please provide twenty hours from March 2004 – March 2006. Appropriate programs include junior college, university, state bar, state guardianship, or other specific seminars or training courses related to guardianships. Up to 10 hours of continuing education credit may be requested for teaching courses, speaking at seminars, or authoring books or articles. **You are NOT required to attach certificates of attendance for the program/course/work items described in the following list. However, it would best be advised to retain your certificates as there would be possible audits in the future.** The Certification Board may require additional information or documentation. Note: 60 minutes is equal to one CEU credit of instruction.

**If you need additional space, photocopies of this form are acceptable.**

Title of program/course/work: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) presented/published: \_\_\_\_\_

Number of hours of attendance/teaching/preparation: \_\_\_\_\_

Title of program/course/work: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) presented/published: \_\_\_\_\_

Number of hours of attendance/teaching/preparation: \_\_\_\_\_

Title of program/course/work: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) presented/published: \_\_\_\_\_

Number of hours of attendance/teaching/preparation: \_\_\_\_\_

**Total Hours:** \_\_\_\_\_

I certify that I have completed the above and that I can produce appropriate documentation if requested by the Certification Board.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**CHECKLIST FOR RE-CERTIFICATION**

*Before mailing, please check to be sure that you include these items in your packet:*

- Provide a completed application form that has been signed.
- Provide a continuing education sheet filled out with a **minimum** of 20 hours for the past **two** years. The time period for which you are tracking your CEU's is calculated from the month that you were originally certified; not an automatic calendar year. For example, if you were certified in March 2006, please provide twenty hours from March 2006 – March 2008.
- You may provide certificates of attendance (copies are acceptable) for the program/course/work items for each CEU listing. This step is no longer required; however, it would best be advised to retain your certificates as there would be possible audits in the future.
- Provide the declaration and agreement that has been signed.
- Provide payment in the amount of \$150.00 and add an additional \$35.00 late fee (if applicable.)

Please provide all of this documentation in order for your re-certification to be fully processed. Keep in mind that re-certifications not received within the expiration date are subject to a \$35 late fee.