



## APPLICATION FOR TEXAS EXAM

**AS OF SEPTEMBER 1, 2009, THE NATIONAL CERTIFIED GUARDIAN EXAM IS NOT REQUIRED FOR TEXAS CERTIFICATION. IF YOU WISH TO BE NATIONALLY CERTIFIED, YOU MUST APPLY SEPARATELY AND PAY A SEPARATE FEE TO TAKE THE NATIONAL EXAM.**

*This is your application to take the Texas exam administered by the CGC. Texas certification is not automatic upon successful completion of the exam - please refer to "Applying for TX Certification" on the CGC home page.*

\$175 application and exam fee for the Texas Exam  
(\$175 Re-testing fee) (\$50.00 non-refundable application fee)

1. Full Name: \_\_\_\_\_  
(as you wish it to appear on your certificate)

Exam Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Exam location: \_\_\_\_\_

I would like to take my exam in the following manner:  Online (using my own laptop)  
 Using paper and pencil

2. Business/Firm Name: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

4. Work Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

5. Home Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Check # \_\_\_\_\_ for \$ \_\_\_\_\_ is enclosed.

**Please make check payable to Center for Guardianship Certification.**

MasterCard/Visa#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Three-Digit Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_

### Return Application with Appropriate Fees\* to:

Center for Guardianship Certification  
PO Box 5704  
Harrisburg, PA 17110  
(717) 238-4689 Phone ♦ (717) 238-9985 Fax

**APPLICATION DEADLINE IS 30 BUSINESS DAYS PRIOR TO SCHEDULED EXAM DATE!**

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

6. List your experience providing guardianship or other alternative protective services of person or estate for the last two years, beginning with the most recent. (optional)

| <i>Employer Name/Address</i> | <i>Position</i> | <i>Start and end dates</i> |
|------------------------------|-----------------|----------------------------|
| _____                        | _____           | _____                      |
| _____                        | _____           | _____                      |
| _____                        | _____           | _____                      |

7. Have you ever been convicted or pled guilty or no contest to a felony?  Yes  No

8. Have you ever been found civilly liable for an action of fraud, moral turpitude, misrepresentation, material omission, misappropriation, theft, or conversion?  Yes  No  
If yes, please submit a letter of explanation, including the case number.

9. Have you ever been relieved of responsibilities as a guardian or conservator by a court, employer, or client for actions involving fraud, misrepresentation, material omission, misappropriation, theft, or conversion? If yes, please submit a letter explaining the circumstances.  Yes  No

10. Are you bonded in accordance with Texas statutes and local practice?  Yes  No  
If no, please explain.

\_\_\_\_\_

11. Have you ever been found liable in a subrogation action by an insurance or bonding agent?  Yes  No  
If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

12. Do you have any special needs requiring CGC attention?  Yes  No

**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.**

*(Must be signed before a Notary Public)*

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

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_ who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
*Notary Public*