



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.

How to Apply for Texas Certification (as of September 1, 2009)

The following document is intended to outline the steps one must take to apply for certification by the Texas Guardianship Certification Board. We hope you will find this document useful. The Board's website, www.courts.state.tx.us/gcb, has complete details on who must be certified, application forms, qualifications for certification, and provisional certification.

1. Applicants for certification in Texas must demonstrate they have successfully completed the Texas-specific exam.
2. Applications for Texas certification may be filed with the Texas Guardianship Certification Board before or after taking the exam; there is no eligibility or pre-approval requirement by the Board. If the application is filed before the applicant takes the exam, the application is held pending notification from the CGC that the applicant has successfully completed the Texas exam.
3. To take the exam, the applicant must complete the Application for Texas Exam and submit to the CGC in accordance with its rules and requirements. The CGC administers the exam on behalf of the Board. Exam locations and dates are posted on the CGC and the Board's websites.
4. After taking the exam, the CGC will notify the applicants of their pass or fail status. Notice will be given by posting the results by exam number on the CGC website and by e-mail or letter to each applicant. The Board receives notification from CGC of the pass/fail status of all applicants who took the exam for Texas certification purposes.
5. If the applicant fails the Texas exam, he or she must re-take the failed exam to be eligible for Texas certification. To re-take the exam, the applicant must complete another CGC Texas exam application and remit the appropriate fee. Texas certification cannot be granted until the applicant has successfully completed the Texas exam. However, provisional certification by the Texas Guardianship Certification Board is an option for those who must be certified but have not met the requirements for certification, including successful completion of the exam.
6. If the applicant passes the Texas exam, he or she has met that qualification for Texas certification. **Texas certification is not automatically granted upon passing the required exams; the applicant must apply to the Board to be certified in Texas.**

7. In addition to passing the exam, applicants for certification in Texas must meet certain education and experience requirements, must be at least 21 years old, and must provide a national and Texas criminal history report, done by fingerprint search.
8. Once the applicant has met all requirements for certification, the Board will issue a certification letter. Certification is good for two years. Continuing education, re-certification and reporting requirements are summarized in the certification letter.