



NATIONAL CERTIFIED GUARDIAN CERTIFICATION APPLICATION PROCESS

Revised February 23, 2010



Guardians of the person and estate can now be designated as a National Certified Guardian by the Center for Guardianship Certification. This certification can be obtained by meeting certain qualification requirements and passing an examination.

The following is an explanation of the qualifications, the certification examination, fees for certification and instruction on completing the application process:

QUALIFICATIONS

The applicant for the National Certified Guardian Certification must meet all of the following requirements, except as otherwise provided by state certification law: The applicant shall attest that he/she:

- A. has not been convicted or pled guilty or no contest to a felony.
- B. has not been found civilly liable for an action of fraud, moral turpitude, misrepresentation, material omission, misappropriation, theft, or conversion.
- C. has not been relieved of responsibilities as a guardian by a court, employer, or client for actions involving fraud, misrepresentation, material omission, misappropriation, theft, or conversion.
- D. has not been found liable in a subrogation action by an insurance or bonding agent.
- E. is bonded in accordance with state statutes and local practice.

Education Qualifications

- F. All applicants shall be high school graduates or possess the GED equivalent.
- G. All applicants for the National Certified Guardian Certification shall have one year of relevant work experience related to guardianship or the following education requirements: (1) a degree in a field related to guardianship, or (2) completion of a course curriculum specifically related to guardianship approved by the CGC.
- H. Must be at least 21 years of age.

THE EXAMINATION

The examination is a comprehensive test consisting of multiple choice questions related to best practices in guardianship of the person and estate. Major categories of guardianship knowledge, also known as core competencies, are available on the CGC website. CGC expects that all fiduciaries will be knowledgeable in the ethics, standards and duties and responsibilities of guardians. The passing score is 75%.

National Guardianship Association Standards of Practice define guardian to include: an individual...named by order of the court to exercise any or all powers and rights of the person and/pr the estate on an individual. The term includes conservators and private or public fiduciaries.

FEES

The fees for individuals who are National Certified Guardians through a CGC approved state-administered program is: \$50.00 nonrefundable application fee and a \$150.00 Exam fee for NGA Members and Non- Members. A full refund, less a \$50.00 administrative fee, will be made if the applicant sends a written notice of cancellation. Cancellations received less than ten working days prior to the examination date will not be eligible for a refund.

Applicants may postpone sitting for the examination until the next date without penalty, provided such notice is received ten working days prior to the initial examination date.

Unsuccessful candidates may retake the examination for a \$100.00 fee. Notice of intention to retake the examination must be received no later than thirty (30) days prior to the examination date.

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



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RECERTIFICATION

The certification is valid for two years. You may become re-certified before the end of two years without the taking of an examination. **Proof of twenty hours of approved continuing education received during this two-year period, a completed re-certification application and a \$150.00 payment is required to maintain the National Certified Guardian Certification.**

All fees connected with the certification program are subject to change without notice.



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Application Process for National Certified Guardian Certification

APPLICATION PROCESS

The application for National Certified Guardian Certification is attached. Below are the instructions to complete the application:

1. Please print legibly or type.
2. Please answer all questions for information fully, including names, dates, addresses and zip codes. If requested information is not applicable, please state so.
3. If additional space is needed, please use plain white paper and number your responses thereon to correspond to the question number on the application, which required the additional information.
4. Please fill out the application and National Certified Guardian Declaration and Agreement completely and sign both.
5. The appropriate fee(s) must accompany this application.
6. Mail the application, additional answers, and National Certified Guardian Declaration and Agreement to the Center for Guardianship Certification, PO Box 5704, Harrisburg, PA 17110.

Please read and review the CGC Rules and Regulations regarding Certification and Re-Certification of National Certified Guardians before completing this application.



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6. Applicants should have at least one year of work experience in guardianship or a related field. List your experience over the past two years providing guardianship of person or estate, or other related work experience, beginning with the most recent activities.

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

7. Applicants without qualifying work experience may also become eligible through education or training.

Education:

Graduate Degree:

Concentration: _____ Year Awarded: _____

College/University: _____ City/State: _____

Bachelor's Degree:

Major: _____ Year Awarded: _____

College/University: _____ City/State: _____

Nursing Education:

Year Awarded: _____

School: _____ City/State: _____

Training:

Please attach a listing of the dates, courses taken, program sponsors, locations, and number of hours completed for each course in the past two years.

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

9. 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.

10. Have you ever been relieved of responsibilities as a guardian by a court, employer, or client for actions involving fraud, misrepresentation, material omission, misappropriation, theft, or conversion?

Yes No (If yes, please submit a letter explaining the circumstances.)



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11. Are you bonded in accordance with state statutes and local practice? Yes No
If no, please explain. (Please refer to your local state courts)

12. Have you ever been found liable in a subrogation action by an insurance or bonding agent? Yes No

If yes, please explain. _____

13. 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.

Date

Signature of Applicant



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National Certified Guardian Declaration and Agreement

I affirm that I have carefully read and voluntarily agree to be bound by the Terms and Conditions of Certification listed below. Furthermore, I declare under penalty of perjury that the representations contained in this Declaration are true and complete.

Candidate Name *Date* *Telephone Number*

Address

Upon certification, the applicant and the CGC Board will be bound by the terms and conditions contained in this document.

I understand that permission to use the certification designation National Certified Guardian is valid for a period of two years. At the end of such period, if the certification is not renewed, the certification expires and any right to use the designation will terminate. If I fail to comply with requirements to renew my certification, I agree to cease use of the designation immediately. I understand that the CGC Board may relinquish any rights I may have in the use of its designation if I fail to maintain a current certification status.

I have read and understand the NGA Model Code of Ethics, as well as the CGC Rules and Regulations regarding Certification and Re-Certification of National Certified Guardians. I agree to adhere to the provisions of those documents as they presently exist and as they may be amended from time to time.

I further understand and agree that the CGC Board has the absolute and unrestricted right to revoke any rights I may have to use its designation National Certified Guardian if it finds that I have failed to comply with the NGA Model Code of Ethics and the CGC Rules and Regulations regarding Certification and Re-Certification of National Certified Guardians.

In consideration of the certification granted hereby, I further agree that neither the CGC Board nor its directors, officers, employees and others acting on its behalf shall be liable to me for any actions taken or omitted to be taken in any official capacity or in the scope of employment, except to the extent that such actions or omissions constitute willful misconduct or gross negligence, and I hereby release the CGC Board and the other persons identified above from any liability for such actions or omissions.

CGC will take every precaution to ensure the exam is secure from the testing location to the CGC offices. CGC utilizes courier or overnight services to send the exams and, due to this process, an exam may be lost or destroyed prior to grading. In the unlikely event this occurs, it will be the responsibility of the candidate to retake the exam at no additional fee.

I affirm that I have read carefully and understand the items set forth in this statement, including the release of liability and the items described herein. I further affirm that my statements are true and complete to the best of my knowledge and freely given.

Candidate *Signature* *Date*