



**NCG CORE COMPETENCIES
Percentages on Exams
January 2010**



What is a Core Competency?

CGC relies upon a written survey to identify topic areas, or competencies, that should be covered in the certification examination. The purpose of the survey is to describe the "job" of a guardian in sufficient detail to ensure that the examination content is job-related.

Guardians who work in the specific state or on a national level complete the surveys. They are asked to rank the topics that are grouped into seven "core competencies" and several sub-topics. Exam questions are coded to the appropriate competency sub-topic and assigned to the exams according to the priorities the survey participants determined. The examination is designed to allow applicants to demonstrate the different skill sets and knowledge guardians must be able to apply to adequately carry out their responsibilities.

1. PROFESSIONAL PRACTICES – 18%

Knowledge and application of guardianship principles as they relate to the professional roles of the guardian (includes but not limited to):

- | | |
|-------------------------------------------|------------------------------|
| 1.1 Ethics/Standards/Professional Conduct | 1.4 Quality Assurance |
| 1.2 Conflict of Interest | 1.5 Business Practices /fees |
| 1.3 Confidentiality | |

2. KNOWLEDGE OF WARD – 16%

Knowledge of the personal aspects of a ward's life and ability to address those special situations or circumstances affecting a ward (includes but not limited to):

- | | |
|----------------------------------------|-------------------------------------------------|
| 2.2 Family Dynamics / diversity | 2.5 Difficult Clients |
| 2.3 Social History, Values and Beliefs | 2.6 Special Populations
(DD/Aging/MI/Others) |
| 2.4 Abuse, Neglect, Exploitation | |

3. APPLICATION OF SURROGATE DECISION-MAKING – 13%

Knowledge of theory and application of decision making principles and limitations in making surrogate decisions (includes but not limited to):

- | | |
|--------------------------------------------------------------------------------|------------------------------------|
| 3.1 Decisional Standards Alternatives
(Substituted Judgment/Best Interests) | 3.4 Guardianship Alternatives |
| 3.2 Informed Consent | 3.5 Least Restrictive Alternatives |
| 3.3 Capacity | 3.6 Wards' Rights |



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- 4. KNOWLEDGE OF LAWS, COURTS AND LEGAL PROCESSES - 14%**
Knowledge of laws, courts and legal processes governing guardianship and the guardian's responsibility to modify, terminate or limit a guardianship (includes but not limited to):
- | | |
|------------------------------------------------------------|------------------------------------------------------|
| 4.1 Guardianship Procedures (Laws and Practices) | 4.3 Compliance with Court Monitoring and Supervision |
| 4.2 Types of Guardianship (Including Limited Guardianship) | 4.5 Guardian Authority |
| | 4.6 Due Process |
- 5. PERSONAL MANAGEMENT – 13%**
Knowledge and application of the responsibilities of the guardian of the person including planning for and overseeing supports and services (includes but not limited to):
- | | |
|--------------------------------------------------------|---------------------------------------------------|
| 5.1 Guardianship Plan | 5.4 Functional Assessment |
| 5.2 Residential Options/Least Restrictive Alternatives | 5.6 Knowledge of Resources, Supports and Services |
| 5.3 Well-being Oversight and Monitoring | |
- 6. FINANCIAL MANAGEMENT – 14%**
Knowledge and application of the responsibilities for financial management of a ward's estate and assets (includes but not limited to):
- | | |
|---------------------------------------------|---------------------------------------------------------|
| 6.1 Inventory/Marshal Resources/Estate Plan | 6.4 Public Benefits (SSA, VA, Railroad, Medicare, etc.) |
| 6.2 Personal & Real Property Management | 6.5 Investing and Protecting Assets |
| | 6.8 Accountings (Reporting Requirements) |
- 7. MEDICAL DECISION-MAKING – 12%**
Knowledge and application of the principles and responsibilities surrounding surrogate medical decisions, including the ability to identify issues that have legal and ethical consequences for both the guardian and the ward (includes but not limited to):
- | | |
|------------------------------------------|---------------------------------------|
| 7.1 Making Medical Treatment Decisions | 7.4 Medical Advocacy |
| 7.2 End-of-Life Care | 7.5 DNR/Withhold/Withdraw |
| 7.3 Special Medical Decisions/Conditions | 7.6 Power of Attorney for Health Care |