



North Carolina Guardianship Association

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How to Become a Certified Guardian

APPLICATION PROCESS

1. Complete the application legibly. (Print or type)
2. Answer all questions completely, including names, dates, addresses and zip codes. If some of the information is not applicable to you, write N/A.
3. If additional space is needed, use plain white paper and number your responses to correspond to the question number of the application.
4. Each application must be signed before a Notary Public
5. Each applicant must obtain a criminal background check before the application can be processed. Applicants must request this national criminal background check through the Federal Bureau of Investigation. For information on how to request this report, please go to: www.fbi.gov/about-us/cjis/background-checks. The cost to obtain this check is \$18.00 and it takes approximately six (6) weeks to receive the report. There may also be an additional cost to provide the FBI a fingerprint card you're your local law enforcement agency. Or, the applicant may request the national background check from www.mybackgroundcheck.com at a cost of \$44.95. However, if your employer has done a national background check within six (6) months prior to the date of the application, a copy may be enclosed. The applicant must also request a report from the North Carolina Healthcare Registry at www.ncnar.org/verify_listings1.jsp. There is no cost for this report, and the applicant should "blackout" their social security number, except for the last four digits. Certification applications will not be processed without appropriate background screening.
6. A copy of your Letter of Appointment from the Clerk of Court must be included. If your firm is appointed the Guardian of the Person, a copy of one Letter of Appointment can be used. If you were appointed General Guardian or Guardian of the Estate, a copy of your bond must be attached.
7. A copy of your driver's license must be included with your application.
8. A copy of your diploma (highest level of education achieved) must also be included with your application.
9. Enclose the appropriate non-refundable fee with the application and mail to PO Box 17673, Raleigh, NC 27619.
10. Applications submitted without all requested information will be voided after thirty (30) days unless NCGA is notified of the problem either by email or mail.
11. Once the application has been approved a confirming letter will be sent.

(over)

An Affiliate of the National Guardianship Association

Standards for Certification

The period of certification is two years. A NCGA Certified Guardian who desires continued certification must apply for re-certification within the time limits listed above. To be eligible for initial certification, the individual shall pay all required fees and meet the following minimum standards:

- a. **Substantial involvement:** The applicant for certification must make a satisfactory showing of substantial involvement in guardianship or advocacy related issues over the past two years. Exceptions will be made for applicants who have served over the past two years as advocates and/or provided support to vulnerable persons such as older adults, or individuals with developmental disabilities, mental health or substance abuse service needs.
- b. **Education:** Applicants must have, at a minimum, a high school diploma or equivalent if they are a family member of an individual who is a vulnerable person such as an older adult, or an individual with developmental disabilities, mental health or substance abuse service needs. All professional applicants are required to have, at a minimum, a four year college degree and 1 year of work experience in a field related to guardianship or human support services. Applicants without qualifying work experience may be eligible for certification through related education or training.
- c. **NCGA Exam Certification Checklist:** The applicant must meet the criteria listed on the NCGA Checklist prior to registering for the exam.
- d. **Discretion to request additional information:** If, after reviewing the information submitted by the applicant, the Certification Committee determines that the applicant does not meet the standards established by these rules and regulations, the Certification Committee may conduct further investigation or require additional information from the applicant or other sources. The Certification Committee may deny certification based on the information it receives.

APPLICATION FEES

The Exam Sitting Fee is \$100.00 (\$50.00 if attending the Conference) and the fee for the NC Guardianship Manual Study Guide is \$75.00 (\$60.00 for NCGA Members). The exam is normally given during the annual NCGA Guardianship Conference. The next exam is scheduled for May 8, 2013, North Raleigh Hilton/Midtown, Raleigh, NC. A full refund, less a \$15.00 administrative fee, will be made if the applicant sends a written notice of cancellation post marked at least ten (10) working days prior to the examination date. Cancellations received less than ten (10) working days prior the examination will not be eligible for a refund. Applicants may postpone sitting for the exam until the next date without penalty. Only one (1) postponement will be allowed. If a passing grade was not achieved, the applicant may re-take the exam one (1) time without any additional cost. Applications submitted without all requested information will be voided after sixty (60) days.

THE EXAMINATION

A 75% examination-passing rate is required to be recognized as a North Carolina Certified Guardian. Certification includes:

1. A NCGA Certified Guardian Certificate.
2. A personal identification card indicating NCGA Certification.
3. A current list of NC Certified Guardians that is provided to the Clerks of Superior Court.
4. Your name listed as a Certified Guardian on the NCGA web site.

The NCGA Certification period is two (2) years, at the end of which an application for Recertification may be submitted to NCGA.

RECONSIDERATION

The applicant challenging the results of the NCGA Certification Examination may submit a petition requesting a review of their exam. All petitions must be submitted in writing to NCGA no later than thirty (30) days following notification of examination scores. The Certification Committee will decide whether to grant the request after reviewing the petition, examination, and any additional information obtained by the Committee. The Certification Committee's decision will be final and the applicant will be notified in writing within fifteen (15) days after the decision.