



# North Carolina Guardianship Association

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## How to Become Recertified as a Certified Guardian

### Application for Re-Certification.

The certification period for NCGA Certified Guardians is two (2) years. Certification will expire two (2) years after the date issued. Notice of re-certification shall be sent not less than three months before the expiration date. The North Carolina Guardianship Association (NCGA) must receive a re-certification application at least one (1) month, before the certification expiration date. A non-refundable fee of \$50.00 must accompany the application for re-certification. The re-certification fee is non-refundable. No re-certification application will be processed until the re-certification fee has been paid. Applications for re-certification received one (1) month after the expiration date will be assessed a late fee of \$15.00. Individuals filing re-certification applications more than six (6) months after their certification expires will be denied re-certification. In these instances, applicants must start the certification process again.

An applicant seeking re-certification must obtain a criminal background check before the application can be processed. Applicants can request a national criminal background check through the Federal Bureau of Investigation at [www.fbi.gov/about-us/cjis/background-checks](http://www.fbi.gov/about-us/cjis/background-checks). The cost is \$18.00 and takes about six (6) weeks to receive. There may also be an additional cost to provide the FBI a fingerprint card you're your local law enforcement agency. The applicant must also request a report from the North Carolina Healthcare Registry at [www.ncnar.org/verify\\_listings1.jsp](http://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. Re-certification applications will not be processed without appropriate background screening.

An applicant also must submit a photocopy of their driver's license, a copy of one Letter of Appointment, and if appointed a General Guardian or Guardian of the Estate a copy of your bond.

Applications submitted without all requested information will be voided after sixty (60) days.

### Standards for Re-certification

A registered guardian who desires continued certification must apply for re-certification within the time limits prescribed above. To be eligible for re-certification, applicants must pay all required fees and meet the following minimum standards:

**a. Substantial involvement:** The applicant for re-certification must make a satisfactory showing of continued and substantial involvement in guardianship issues since the applicant's certification or most recent re-certification.

(over)

- b. Continuing Education:** Applicants must, during the period since the applicant's certification or most recent re-certification have earned twenty (20) continuing education credits as approved by the Certification Committee. Continuing education credits may be earned to satisfy the requirements until one (1) month before the expiration of the certificate. Applicants must provide copies of the certificate earned or some other official documentation with number of credits earned for each continuing education course attended to satisfy this requirement. Applicants may request on the application for re-certification credit up to twenty (20) hours of continuing education credit for teaching courses, speaking at seminars, or authoring books or articles.
- c. NCGA Exam Re-Certification Checklist:** All applicants must meet the criteria listed on the Checklist prior to final approval for re-certification.
- 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 re-certification based on the information it receives.

### **Reconsideration and Appeal**

The applicant challenging the results of the Re-Certification process may file a petition. This Petition shall be forwarded to the NCGA Certification Committee. The Certification Committee shall decide whether to grant the request for reconsideration after considering the contents of the petition, credits and any additional information obtained by the Certification Committee. The applicant will be notified of the Certification Committee's decision by written notice mailed within fifteen (15) days after the decision.