



North Carolina Guardianship Association

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How to Become a Registered Guardian

APPLICATION PROCESS

1. Complete the application legibly. (Print or type)
2. Answer all questions completely, including names, dates, addresses and zip codes. If request for information is not applicable to you, say so.
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. Enclose the appropriate fees with application and mail to PO Box 17673, Raleigh, NC 27619.
6. Once the application has been approved a confirming letter will be sent.

APPLICATION FEES

The Exam Sitting Fee is \$100.00 and NC Guardianship Manual Study Guide is \$60.00 (\$45.00 for NCGA Members, \$60.00 for non-members). Testing normally occurs at the annual NCGA Guardianship Conference (May 18-20, 2011, Marriott, Winston-Salem, NC). The Exam Sitting Fee is \$50.00 if you attend the Conference. 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 postponement will be allowed. If a passing grade was not achieved, the applicant may re-take the exam one time without any additional cost.

THE EXAMINATION

A 75% examination-passing rate is required for one to be recognized as a North Carolina Registered Guardian. Upon Certification one would be entitled to:

1. A Registered Guardian Certificate.
2. A personal identification card indicating the Certification.
3. A current list of NC Registered Guardians that is provided to the Clerks of Superior Court.
4. One's name being listed on the NCGA Internet Web site as a Registered Guardian.

The Certification lasts for a period of 2 years, at the end of which one must apply to NCGA for Re-certification.

RECONSIDERATION

The applicant challenging the results of the certification examination may file a petition. This petition must be submitted to NCGA in writing no later than thirty (30) days following notification of the applicant's scores. The Certification Committee shall decide whether to grant the request after reviewing the applicant's petition, the applicant's examination, and any additional information obtained by the Committee. The Certification Committee's decision will be final and the applicant shall be advised by written notice mailed within fifteen (15) days after the decision has been made.