



Certified Professional Guardianship and Conservatorship Board

Fees and Filing Requirements Table

Approved July 9, 2012

Application Fees Effective August 1, 2012

Certification Renewal and Late Fees Effective May 11, 2015

The Certified Professional Guardianship and Conservatorship Board is providing this Fees and Filing Requirements Table for aspiring and current CPGCs and Agencies to have concise information on carrying out program requirements. However, all guardians and agencies should read and be familiar with the program. [Regulations](#)

Table of Contents

Individual Certified Professional Guardians and Conservators (CPGCs)

- I. [Initial Requirements for Becoming a CPGC](#)
- II. [Annual Requirements for Active CPGCs](#)
- III. [Annual Requirements for Active CPGCs who work for a Certified Agency or Qualify for Errors & Omissions Insurance Exemption](#)
- IV. [Annual Requirements for CPGCs on Inactive Status](#)

Certified Guardian and Conservator Agencies (CPGCAs)

- V. [Initial Requirements for Becoming a Certified Agency](#)
- VI. [Annual Requirements for Certified Agencies](#)
- VII. [Annual Requirements for Certified Agencies that Qualify for Errors & Omissions Insurance Exemption](#)
- VIII. [Annual Requirements for Agencies on Inactive Status](#)
- IX. [Continuing Education Activity Credit Approval Fees](#)
- X. [Late Fees](#)

Certified Professional Guardians and Conservators (CPGCs)

I. Initial Requirements for Becoming a CPGC

Requirement	Cost	Due Date	Documentation	CPGC Regulation
Application	\$240	Ongoing	Online application, with required documentation submitted by postal mail.	CPGC Reg. 103.3.7
Initial Certification Fee	\$350	Within 60 days after notice of Board's approval.	Check with AOC Invoice	CPGC Reg. 110.2
Total	\$590			

II. Annual Requirements for Active CPGCs

See section III below for a description of CPGCs who work for an Agency, **or** qualify for E & O Insurance exemption, and are permitted to pay lower annual certification renewal fees.

Requirement	Cost	Due Date	Documentation	CPGC Regulation
Certification Renewal and E & O Insurance Declaration	\$350 (\$500 if filed late)	August 1 of every year	<ul style="list-style-type: none"> • Fee Payment • GR 23 Declaration • E & O Insurance Declaration 	CPGC Reg. 702.2 CPGC Reg. 704.5
Continuing Education	\$0 (\$300 if filed late)	January 30 every other year (2013, 2015, etc.)	<ul style="list-style-type: none"> • Continuing Education Compliance Report 	CPGC Reg. 208
Total	\$350			

III. Annual Requirements for Active CPGCs who Qualify for Exemption

CPGCs who work for a Certified Agency, **or** are exempt from requirements to have Errors and Omissions (E & O) Insurance are permitted to pay lower annual certification renewal fees. To qualify, for E & O Insurance exemption, a CPGC must have 25 or fewer guardianship case appointments at one time, and with less than \$500,000 total countable guardianship assets under management. (CPGC Regulation 704.3)

Requirement	Cost	Due Date	Documentation	CPGC Regulation
Certification Renewal and E & O Insurance Declaration	\$250 (\$400 if filed late)	August 1 of every year	<ul style="list-style-type: none"> • Fee Payment • GR 23 Declaration • E & O Insurance Declaration 	CPGC Reg. 703.2 CPGC Reg. 704.3 CPGC Reg. 704.5
Continuing Education	\$0 (\$300 if filed late)	January 30 every other year (2013, 2015, etc.)	<ul style="list-style-type: none"> • Continuing Education Compliance Report 	CPGC Reg. 208
Total	\$250			

IV. Annual Requirements for CPGCs on Inactive Status

Requirement	Cost	Due Date	Documentation	CPGC Regulation
Certification Renewal and E & O Insurance Declaration	\$175 (\$325 if filed late)	August 1 of every year	<ul style="list-style-type: none"> • Fee Payment • GR 23 Declaration • E & O Insurance Declaration 	CPGC Reg. 703.2 CPGC Reg. 704.5 CPGC Reg. 707.2
Total	\$175			

Certified Professional Guardian and Conservator Agencies (CPGCAs)

V. Initial Requirements for Becoming a Certified Agency

Requirement	Cost	Due Date	Documentation	CPGC Regulation
Certified Agency Application	\$240	Ongoing	Online application, with required documentation submitted by postal mail.	CPGC Reg. 103.4
Initial Certification Fee	\$350	Within 60 days after notice of AOC approval.	Check with AOC Invoice.	CPGC Reg. 110.2
Total	\$590			

VI. Annual Requirements for Certified Agencies

See section VII below for a description of Agencies that qualify for E & O Insurance exemption, and are permitted to pay lower annual certification renewal fees.

Requirement	Cost	Due Date	Documentation	CPGC Regulation
Certification Renewal and E & O Insurance Declaration	\$350 (\$500 if filed late)	August 1 every year.	<ul style="list-style-type: none"> • Fee Payment • GR 23 Declaration E & O Insurance Declaration 	CPGC Reg. 703.2 CPGC Reg. 704.5
Total	\$350			

VII. Annual Requirements for Certified Agencies that Qualify for Exemption

Certified Agencies that are exempt from requirements to have Errors and Omissions (E & O) Insurance are permitted to pay lower annual certification renewal fees. To qualify, an Agency must have 25 or fewer guardianship case appointments at one time, and with less than \$500,000 total countable guardianship assets under management. (CPGC Regulation 704.3)

Requirement	Cost	Due Date	Documentation	CPGC Regulation
Certification Renewal and E & O Insurance Declaration	\$250 (\$400 if filed late)	August 1 of every year	<ul style="list-style-type: none"> • Fee Payment • GR 23 Declaration • E & O Insurance Declaration 	CPGC Reg. 703.2 CPGC Reg. 704.3 CPGC Reg. 704.5
Total	\$250			

VIII. Annual Requirements for Agencies on Inactive Status

Requirement	Cost	Due Date	Documentation	CPGC Regulation
Certification Renewal and E & O Insurance Declaration	\$175 (\$325 if filed late)	August 1 of every year	<ul style="list-style-type: none"> • Fee Payment • GR 23 Declaration • E & O Insurance Declaration 	CPGC Reg. 703.2 CPGC Reg. 704.5 CPGC Reg. 707.2
Total	\$175			

IX. Continuing Education Credit Approval Fees

Fee Amount	Description	CPGC Regulation
\$25.00	Continuing Education Activity Credit Approval Fee (Submitted no later than 30 days prior to Activity)	CPGC Reg. 205.1
\$50.00	Continuing Education Activity Late Credit Approval Fee (Submitted less than 30 days prior to Activity)	CPGC Reg. 205.1

X. Late Fees

Fee Amount	Description	CPGC Regulation
\$300.00	Late Continuing Education Compliance Reporting Fee (filed with the AOC February 1 – April 1)	CPGC Reg. 208.2
\$50.00	Late Certification Renewal and E & O Insurance Declaration (filed with the AOC August 2 – October 1)	CPGC Reg. 703.2 CPGC Reg. 704.3 CPGC Reg. 704.5 CPGC Reg. 707.2