



WASHINGTON  
COURTS

# Certified Professional Guardian Board

## Fees and Filing Requirements Table Approved ####/####/####

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

### Table of Contents

#### Individual Certified Professional Guardians (CPGs)

- I. [Initial Requirements for Becoming a CPG](#)
- II. [Annual Requirements for Active CPGs](#)
- III. [Annual Requirements for Active CPGs who Qualify for Exemption](#)
- IV. [Annual Requirements for CPGs on Inactive Status](#)

#### Certified Guardian Agencies

- V. [Initial Requirements for Becoming a Certified Agency](#)
- VI. [Annual Requirements for Certified Agencies](#)
- VII. [Annual Requirements for Certified Agencies that Qualify for Exemption](#)
- VIII. [Annual Requirements for Agencies on Inactive Status](#)

Note: There will be hyperlinks to the referenced documents and Regulations.

### Certified Professional Guardians (CPGs)

#### I. Initial Requirements for Becoming a CPG

Requirement	Cost	Due Date	Documentation	CPG Regulation
Application	\$225	Ongoing	Online application, with required documentation submitted by postal mail.	CPG Reg. 103.3.7
Initial Certification Fee	\$350	Within 60 days after notice of Board's approval.	Check with AOC invoice	CPG Reg. 110.2
<b>Total:</b>	<b>\$575</b>			

## II. Annual Requirements for Active CPGs

See section III below for a description of CPGs who qualify for E & O exemption, and are permitted to pay lower annual certification renewal fees.

Requirement	Cost	Due Date	Documentation	CPG Regulation
Continuing Education	\$0 <i>(or \$300 if filed late)</i>	January 30 every other year (2013, 2015, etc.)	<ul style="list-style-type: none"> <li>Continuing Education Compliance Report</li> </ul>	CPG Reg. 208
Certification Renewal and E & O Insurance Declaration	\$350 <i>(or \$500 if filed late)</i>	August 1 every year.	<ul style="list-style-type: none"> <li>Fee Payment</li> <li>GR 23 Declaration</li> <li>E &amp; O Insurance Declaration</li> </ul>	CPG Reg. 703.2, 704.5
<b>Total:</b>	<b>\$350</b>			

## III. Annual Requirements for Active CPGs who Qualify for Exemption

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

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

## IV. Annual Requirements for CPGs on Inactive Status

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

## Certified Guardian Agencies

### V. Initial Requirements for Becoming a Certified Agency

Requirement	Cost	Due Date	Documentation	CPG Regulation
Agency Application	\$225	Ongoing	Completed online application, with required documentation.	CPG Reg. 103.4
Initial Certification Fee	\$350	Within sixty (60) days after notice of Board's approval	Check with AOC invoice	CPG Reg. 110.2
<b>Total:</b>	<b>\$575</b>			

### VI. Annual Requirements for Certified Agencies

See section VII below for a description of agencies that qualify for exemption, and are permitted to pay lower annual certification renewal fees.

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

### VII. Annual Requirements for Certified Agencies that Qualify for Exemption

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. (CPG Regulation 704.3)

Requirement	Cost	Due Date	Documentation	CPG Regulation
Certification Renewal and E & O Insurance Declaration	\$250 <i>(or \$400 if filed late)</i>	August 1	<ul style="list-style-type: none"> <li>• Fee Payment</li> <li>• GR 23 Declaration</li> <li>• E &amp; O Insurance Declaration</li> </ul>	CPG Reg. 703.2, 704.3, 704.5
<b>Total:</b>	<b>\$250</b>			

### VIII. Annual Requirements for Agencies on Inactive Status

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