

To pay online with a credit card:

Click on the link below or type the URL into your browser

1. <http://www.courts.wa.gov/>
2. Click on "Programs and Organizations"
3. See "Programs" and Click on "Professional Guardian Certification Program"
4. Click on "Maintain your Certification"

The screen below should be visible.

### Maintain your Certification

To continue, please enter your CPG Application Number and email address:

CPG Number:

Email Address:

PassWord:

5. Type your  
"CPG Number"  
"Email Address"  
"Password"

**Your CPG number and Password should be emailed to you by Friday, June 5, 2015.**

5. After the correct information referenced in Step 5 above is provided the screen below will be visible.

## Step 2: Profile

Please fill out as many fields as possible for Business Information. In addition, please select at least 1 (one) county to the right of the form for availability.

\* Indicates Required Field

### Business Information

First Name  \*

Middle Name

Last Name  \*

Business Name

Business Physical Address  \*

City | State | Zip  \*WA  \*

Business Mailing Address  \*

City | State | Zip  \*WA  \*

Business Phone  \*

Contact Number

Business Fax

Business Email  \*

Password

### Geographic Availability (Please check all that apply)

All Counties (Statewide)

<input type="checkbox"/> Adams	<input type="checkbox"/> Grays Harbor	<input type="checkbox"/> Pierce
<input type="checkbox"/> Asotin	<input type="checkbox"/> Island	<input type="checkbox"/> San Juan
<input type="checkbox"/> Benton	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Skagit
<input type="checkbox"/> Chelan	<input type="checkbox"/> King	<input type="checkbox"/> Skamania
<input type="checkbox"/> Clallam	<input type="checkbox"/> Kitsap	<input type="checkbox"/> Snohomish
<input type="checkbox"/> Clark	<input type="checkbox"/> Kittitas	<input type="checkbox"/> Spokane
<input type="checkbox"/> Columbia	<input type="checkbox"/> Klickitat	<input type="checkbox"/> Stevens
<input type="checkbox"/> Cowlitz	<input type="checkbox"/> Lewis	<input type="checkbox"/> Thurston
<input type="checkbox"/> Douglas	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Wahkiakum
<input type="checkbox"/> Ferry	<input type="checkbox"/> Mason	<input type="checkbox"/> Walla Walla
<input type="checkbox"/> Franklin	<input type="checkbox"/> Okanogan	<input type="checkbox"/> Whatcom
<input type="checkbox"/> Garfield	<input type="checkbox"/> Pacific	<input type="checkbox"/> Whitman
<input type="checkbox"/> Grant	<input type="checkbox"/> Pend Oreille	<input type="checkbox"/> Yakima

### Guardian Application

1. Agreement
  2. Profile
  3. Training & Education
  4. Employment Experience
  5. License & Certification
  6. History Information
  7. Attorney Information & Jurisdiction
  8. Declaration
  9. Review & Summary
  10. Certification Renewal
- [Sign out]

Continue to Step 3 -->

[Courts](#) | [Organizations](#) | [News](#) | [Opinions](#) | [Rules](#) | [Forms](#) | [Directory](#) | [Library](#)

6. Click on **"Certification Renewal"**. The screen below should be visible.

**CPGs working for a Certified Professional Guardian Agency (CPGA) should pay \$250. If you work for a CPGA, please check "Yes" for Question #1 and "Yes" for Question #2.**

Account Maintenance Contact

**1. Do you, an individual certified professional guardian or agency, have 25 or fewer guardianship case appointments?**

Yes (Go to question 2)

No (Pay \$350.00)

**2. Do you, an individual certified professional guardian or agency, less than \$500,000 total countable guardianship under management?**

Yes (Pay \$250.00)

No (Pay \$350.00)

- **Renewal Amount**

- **Late Fee** \$150 Late Fee is applied when renewal is not completed by August 3<sup>rd</sup>, 2015

- **Total Amount**

Description	Amount	Date
Dues - Annual/Renewal Dues Paid	\$250.00	08/02/2013
Dues - Annual/Renewal Dues Paid	\$150.00	07/19/2012
Dues - Annual/Renewal Dues Paid		07/15/2011
Dues - Annual/Renewal Dues Paid	\$150.00	07/19/2010
Dues - Annual/Renewal Dues Paid	\$150.00	07/07/2009
Dues - Annual/Renewal Dues Paid	\$150.00	07/11/2008
Dues - Annual/Renewal Dues Paid		07/25/2007

**Guardian Application**

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[Sign out]

7. If the answer to Question 1 is "No" pay \$350  
If the answer to Question 1 is "Yes" Go to Question 2.  
The screen below should be visible.

8. If the answer to Question 2 is “No” pay \$350  
 If the answer to Question 2 is “Yes” pay \$250  
 The screen below should be visible.

Certification Renewal for

**1. Do you, an individual certified professional guardian or agency, have 25 or fewer guardianship case appointments?**  
 Yes (Go to question 2)  
 No (Pay \$350.00)

**2. Do you, an individual certified professional guardian or agency, have any guardianship under management?**  
 Yes (Pay \$250.00)  
 No (Pay \$350.00)

- **Renewal Amount**  
 - **Late Fee** \$150 Late Fee is applied when renewal is not completed by August 3<sup>rd</sup>, 2015  
 - **Total Amount**

**Message from webpage**  
 Confirmation Payment of \$250.00 will be billed to your Credit Card

**Guardian Application**

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[\[Sign out\]](#)

**Certification History**

Description	Amount	Date
Dues - Annual/Renewal Dues Paid	\$250.00	08/02/2013
Dues - Annual/Renewal Dues Paid	\$150.00	07/19/2012
Dues - Annual/Renewal Dues Paid		07/15/2011
Dues - Annual/Renewal Dues Paid	\$150.00	07/19/2010
Dues - Annual/Renewal Dues Paid	\$150.00	07/07/2009
Dues - Annual/Renewal Dues Paid	\$150.00	07/11/2008
Dues - Annual/Renewal Dues Paid		07/25/2007

9. Click “OK”. The screen below should be visible.

**1. Do you, an individual certified professional guardian or agency, have 25 or fewer guardianship case appointments?**  
 Yes (Go to question 2)  
 No (Pay \$350.00)

**2. Do you, an individual certified professional guardian or agency, have 25 or fewer guardianship under management?**  
 Yes (Pay \$250.00)  
 No (Pay \$350.00)

250.00 - **Renewal Amount**  
 0.00 - **Late Fee** \$150 Late Fee is applied when renewal is not completed by August 3<sup>rd</sup>, 2015  
 250.00 - **Total Amount**

Message from webpage

You will be rerouted to the credit card payment page

**Guardian Application**

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[\[Sign out\]](#)

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Dues - Annual/Renewal Dues Paid	\$150.00	07/07/2009
Dues - Annual/Renewal Dues Paid	\$150.00	07/11/2008
Dues - Annual/Renewal Dues Paid		07/25/2007

10. Click "Ok". The screen below should be visible.

**WASHINGTON COURTS**  
 Courts Home | Credit Card Processing Center

Search | Site Map | eService C

**Payment by Credit Card for Professional Guardian Certification Renewal** Secure Transaction

You can pay your bill by credit card. Please pay the amount of **\$250.00** to the credit card indicated below for **Professional Guardian Certification Renewal**.

**Notice:** AOC does not store any billing or credit card information. We pass your invoice information and the transaction amount to our credit card processing merchant (Bank of America) who then processes your card.

**All fields are required.**

**Credit Card Details:**  
 First Name | Last Name on Card:    
 Credit Card Number:   
 Expiration Date:  January 2009   
 Card Type:  Visa

**Credit Card Billing Information**  
 Billing Address:   
 City | State | Zip:     
 Country:  United States  
 Phone Number:  (123-456-7890)  
 Email Address:   
 Charge Amount: **\$250.00**  
 <--- Please click the "Submit" button once. It may take a few seconds to process.

**8. Input required information and click "Submit". Please be patient, it may take a few seconds to process. If you click "Submit" more than once, you could make multiple payments.**