

## Guardianship Program Rules

### 103 Qualifications

103.1 The certification qualifications are set out in General Rule 23, Rule for Certifying Professional Guardians. Successful individual applicants must meet or exceed those requirements.

103.2 All individual applicants must complete an approved CPG training course as described in Section 108. (Adopted 7-9-12)

103.3 Pursuant to the timeline<sup>1</sup> established by the Administrative Office of the Courts (AOC), an individual applicant must submit a complete application packet to the AOC which shall include the following: (Adopted 7-9-12)

103.3.1 A fully completed CPG online application form. The applicant should keep a copy of the completed application.

103.3.2 A separate official transcript, received in a sealed envelope mailed from every accredited college and university attended. (Revised 7-9-12)

103.3.3 Proof of each relevant professional license or certification currently held. (Revised 7-9-12)

103.3.4 A fingerprint card that has been processed at a local police department.

103.3.5 A completed, signed Authorization and Release of Information.

103.3.6 A declaration submitted under penalty of perjury, that the guardian will take steps to ensure the guardian's employees who come into contact with the person or estate of an incapacitated person have passed a criminal history check prior to having contact with the incapacitated person or incapacitated person's estate.

103.3.7 A non-refundable application fee as identified on the Fees and Filing Requirements Table. (Revised 7-9-12)

103.3.8 A personal credit report. (Adopted 1-9-12)

103.3.9 If an individual has declared bankruptcy in the seven (7) years prior to his or her application, the applicant must provide copies of the following documents: bankruptcy petition, discharge order, and a copy of the bankruptcy case docket. (Adopted 1-9-12)

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<sup>1</sup> The timeline for application submissions and approvals can be found on the Certified Professional Guardian Board's web site:

[www.courts.wa.gov/programs\\_orgs/guardian/](http://www.courts.wa.gov/programs_orgs/guardian/)

103.3.10 A sworn statement that he/she has read and agrees to abide by the continuing disclosure requirements of GR 23 and all other requirements imposed by rule or statute for CPGs.

103.4 An agency applicant must provide:

103.4.1 A fully completed CPG agency on-line application. The applicant should keep a copy of the completed application.

103.4.2 A copy of the formation documents of the legal entity.

103.4.3 A declaration submitted under penalty of perjury, that it will take steps to ensure its employees, agents, board members, or anyone formally associated with the agency entity who may come into contact with the person or estate of an incapacitated person has passed a criminal history check prior to having contact with the incapacitated person or their estate, and that all officers and directors meet the qualifications of Chapter 11.88 RCW for guardians.

103.4.4 The names of the agency's current board of directors, members, managers, owners, and/or its officers.

103.4.5 A list identifying all CPGs at the agency (a minimum of two are required), and a copy of either meeting minutes or a board resolution identifying the designated CPGs. The designated CPGs shall submit the Acceptance of Designated CPG form. (Revised 1-9-12)

103.4.6 A non-refundable application fee as identified on the Fees and Filing Requirements Table. (Revised 7-9-12).

103.4.7 A sworn statement that they have read and agree to abide by the continuing disclosure requirements of GR 23 and all other requirements imposed by rule or statute for CPGs.