

# Chair's Report



**Certified Professional Guardianship Board**  
Monday, March 14, 2016 (8:00 a.m. – 9:00 a.m.)  
Teleconference

**Proposed Meeting Minutes**

**Members Present**

Judge James Lawler, Chair  
Commissioner Rachelle Anderson  
Mr. Gary Beagle  
Ms. Rosslyn Bethmann  
Dr. Barbara Cochrane  
Ms. Nancy Dapper  
Judge Gayle Harthcock  
Mr. Bill Jaback  
Commissioner Diana Kiesel  
Ms. Amanda Witthauer

**Members Absent**

Ms. Carol Sloan  
Mr. Gerald Tarutis

**Staff**

Ms. Shirley Bondon  
Ms. Carla Montejo  
Ms. Kim Rood

**Attorney General's Office**

Ms. Mary Tennyson  
Mr. Gregory Rosen

**Online Guests** – see list on the last page

**1. Call to Order**

Judge Lawler called the meeting to order at 8:02 a.m.

**2. Welcome and Introductions**

Judge Lawler welcomed the Board members and the public to the meeting.

**3. Chair's Report**

**Approval of Minutes**

Judge Lawler asked for a motion to approve the minutes of the January 11, 2016 meeting.

**Motion:** *A motion was made and seconded to approve the January 11, 2016 minutes. The motion passed. Abstained: Commissioner Anderson and Amanda Witthauer, who did not attend the January 11, 2016 meeting.*

**Grievance Update**

Ms. Montejo provided an updated Grievance report. The Certified Professional Guardianship Board received thirteen new grievances since the last report, dated December 31, 2015. Three grievances were resolved one where there was no actionable conduct by the Certified Professional Guardian (CPG), and the

second due to a lack of jurisdiction. There are currently seventy-eight (78) grievances requiring investigation.

Ms. Montejo referred the Board members to a chart illustrating the number of professional guardians with multiple open grievances needing to be investigated. A total of eleven (11) guardians have more than one pending grievance. The total number of grievances involving guardians with multiple grievances is forty-nine (49). Staff explained that the guardian with nine grievances had agreed to voluntary surrender, and that the Attorney General's office was working on a Complaint involving five grievances involving a single guardian.

#### **New Grievance Investigator**

Staff informed the Board that a new grievance investigator had been hired by the Administrative Office of the Courts (AOC). Eileen Schock has many years of experience as an Elder Law Attorney. She previously worked for Columbia Legal Services, and previous to that was in private practice. AOC is very pleased that Ms. Schock has joined the staff, and feels that she will be a great asset to the Board.

#### **4. Updates**

##### **WINGS Report**

Ms. Bondon reported that she had outlined all the accomplishments of WINGS in a report included in the Board materials. This included creating a twelve person Steering Committee, organizing two guardianship conferences (one of which will be held Thursday, March 17<sup>th</sup>) and forming four ongoing workgroups to refine recommendations made by stakeholders at the initial conference.

##### **State Updates**

Staff indicated that the State of the Judiciary Report issued by the Chief Justice provides information on significant progress and challenges occurring in the judiciary branch. WINGS was featured in the report. That report is available in an on line magazine format.

##### **Laws Related to Decisional Support**

The Uniform Power of Attorney Act, which governs creation, termination, scope of authority, fiduciary duties, and related matters regarding powers of attorney, is expected to be signed into law by the governor. Other bills relating to guardianship did not pass. It is expected that the bills relating to the isolation of individuals under guardianship will be dealt with in the interim session.

##### **National Updates**

The National Center for State Courts announced five pilot states for the Conservatorship Accountability Project. Three implementation awards and two planning awards were given. The Administrative Office of the Courts did not apply because of other projects in progress at this time.

The National Center for State Courts in conjunction with several other entities (including the Government Accountability Office) is collecting data and case information for a project on conservator fraud. They are seeking cases of physical abuse, neglect, and financial exploitation by conservators in which an adult protective services agency or the justice system substantiated the allegation and the case was closed between 2011 and the present. They seek brief description of cases and the sources of information that could be accessed. Information can be sent to Dr. Brenda K Uekert at [buekert@ncsc.org](mailto:buekert@ncsc.org). The deadline is Thursday March 31, 2016.

Staff also reported on a significant development in supported decision-making on the national front. Texas was the first state in the union to pass a statute offering supported decision-making as an alternative to a guardianship. There is some uncertainty as to how banks and hospitals might honor the agreement given that this is new legislation, so staff will continue to watch as the new law is implemented.

In North Dakota an online training has been developed for lay guardians in a collaboration between the North Dakota Administrative Office of the Courts and the National Center for State Court's (NCSC) Creative Learning Services. The cost to develop that course was about \$30,000. The training could provide an excellent template for Washington. The course could be easily modified to accommodate variations in terminology and processes.

### **Board Vacancies**

Notification will go out in April of two upcoming vacancies on the Certified Professional Guardianship Board. One position is open to any Certified Professional Guardian who has an interest in serving and a demonstrated commitment to incapacitated persons in Washington State. The other position is open to a member of the public who advocates for the interest of the elderly.

5. **Executive Session (closed to public)**
6. **Vote on Executive Session Discussion**

### **Applications Committee**

On behalf of the Applications Committee, Mr. Jaback presented the following applications for Board approval.

**Motion:** *A motion was made and seconded to conditionally approve Nicole Emanuel's application for certification upon completion of UW certification program. The members of the Applications Committee abstained. Motion passed.*

**Motion:** *A motion was made and seconded to conditionally approve David Keene's application for certification upon completion of UW certification program. The members of the Applications Committee abstained. Motion passed.*

**7. Wrap Up / Adjourn**

Judge Lawler adjourned the meeting at 8:55 a.m. The next Board meeting will be at the SeaTac Office Center on Monday April 11, 2016 starting at 9 a.m.

**Recap of Motions from March 14, 2016 Meeting**

Motion Summary	Status
<i><b>Motion:</b> A motion was made and seconded to conditionally approve Nicole Emanuel's application for certification upon completion of UW certification program. Motion passed.</i>	Passed
<i><b>Motion:</b> A motion was made and seconded to conditionally approve David Keene's application for certification upon completion of UW certification program. Motion passed.</i>	Passed

**Online Guests**

Lyfia VanKust

Guest

Tom Goldsmith

Chris Neil

## **Questions for Washington Courts GAO Review of Elder Abuse and Guardianship**

**Background:** GAO received a request from Chairman Collins and Ranking Member McCaskill of the Senate Special Committee on Aging to review financial exploitation and other abuses of America's seniors by guardians. Our tentative objectives are to determine: 1) What is known about abusive practices by guardians and what are the challenges in estimating the prevalence of abuse? For our purposes, abusive practices will include physical abuse, neglect, and financial exploitation. 2) What measures do select state and local guardianship programs take to protect elders with guardians from abuse, neglect, and exploitation? and, 3) What mechanisms, if any, are in place for the federal government to protect elders with guardians from abuse, neglect, and exploitation?

### **Court Procedures**

1. Please briefly describe the guardian selection and screening process in your state's courts.
  - a. Do your state's courts prioritize certain types of guardians, such as family members or friends?
2. Please describe state monitoring procedures for guardians. For example, if the courts audit guardian spending, how rigorous and frequent such audits take place.
  - a. How are monitoring activities funded?
3. Are procedures for assigning and monitoring guardians relatively consistent throughout the state, or do these processes vary significantly depending on the judge responsible for making a guardian determination?

### **General Guardianship and Abuse Questions**

4. Please describe your state's courts' responsibilities with respect to elder abuse by guardians (including physical abuse, neglect, and financial exploitation).
5. Does your state track the number of cases related to abuse/neglect/financial exploitations by guardians it handles in a year?
  - a. If so, approximately how many guardianship cases does your court receive on average?
  - b. How does your state use data that is currently collected on guardianships and conservatorships?
  - c. What are some potential uses for more robust data, were such data available?
6. What does a typical case of abuse/neglect/financial exploitation look like if there is such a thing?
  - a. If so, please describe any recent closed cases of abuse, neglect, or exploitation that may be illustrative of a "typical case".
7. In your opinion, do most guardians act in the best interests of their wards?
  - a. Are there any estimates related to the extent to which the guardian acts in the ward's best interest versus cases where there is abuse or exploitation?

### **Federal Role and Responsibilities**

8. Please describe any regulatory or legal obstacles that prevent your state's courts from effectively addressing cases of guardianship abuse, if any.

**Questions for Washington Courts  
GAO Review of Elder Abuse and Guardianship**

9. Please describe the quality of coordination between states and federal representative payee systems?
  - a. What, if any, strengths or weaknesses have you noticed in this coordination?
10. Would expanded or altered federal participation in the guardianship process be welcome or helpful? Please explain.

**Suggestions, Solutions, and Follow up**

11. What recommendations do you have to address elder abuse, neglect, and exploitation by guardians?
  - a. As a matter of public policy, should records from guardianship cases be sealed?
  - b. In your opinion, should guardians be able to restrict a ward's access to family members without court approval?
12. What suggestions do you have to ensure institution of high quality guardians (e.g. guardian screening, education, certification, monitoring, others)?

Complaint Review  
See Review Packet

Grievance Update

Annual Grievance Report  
will be posted late under separate cover.



**CERTIFIED PROFESSIONAL GUARDIAN GRIEVANCES**

Status as of March 31, 2016

<b>Grievances (Investigations)</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>Total</b>
Open-Needing Investigation (February 29, 2016)	10	35	24	9	78
Resolved w/o ARD or Hearing	2				2
Resolved w ARD					
Resolved w Hearing					
Reopened Grievances				2	2
New Grievances (opened since late report)	7				7
Investigated Grievances		2			2
Open-Needing Investigation (March 31, 2016)	15	33	24	11	83
<b>Closed or Investigated</b>	2	2	0		4

<b>Year Received (Resolutions)</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>Total</b>
Dismissal - Administrative						
Dismissal - No actionable conduct						
Dismissal - No jurisdiction	2					2
Dismissal - Insufficient						
Admonishment					6	6
Reprimand						
Suspension						
Decertification						
Administrative Decertification						
Terminated - Death of Guardian						
<b>Totals Closed or Terminated since last report</b>	2	0	0	0	6	8

<b>Summary Current Activity</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>Total</b>
Opened since last report	7			2		9
Closed w/o ARD/Hearing	2					2
Closed w ARD					1	1
Closed w Hearing					5	5

Pending Grievances Involving Guardians with Multiple Grievances

CPG ID	Grievances	Year(s) Grievances Received
A	4	2015 (2); 2013 (1), 2012 (1)
B	3	2014 (2), 2015 (1)
C	3	2015 (1), 2016 (2)
D	15	2013 (2), 2014 (4), 2015 (8), 2016 (1)
E	9	2014 (4), 2015 (5)
F	2	2015 (2)
G	2	2014 (2)
H	7	2013 (2), 2015 (2), 2016 (3)
I	2	2014 (2)
J	2	2015 (2)
K	4	2013 (2), 2015 (2)
L	3	2015 (1), 2016 (2)
M	3	2015 (2), 2016 (1)

**Total** 59

Year	Grievance by Year
2012	1
2013	7
2014	14
2015	28
2016	9

**Total** 59

**I. How investigations of grievance against certified professional guardians are prioritized in the Office of Guardianship and Elder Services for action by the Certified Professional Guardianship Board.**

- 1) Grievances are prioritized based on a current or past threat –
  - a) Does the grievance involve an existing guardianship or a terminated guardianship?
  - b) Is the Guardian complained about still the guardian or has someone else been appointed?
  - c) Are there similar grievances against the guardian?
- 2) The potential harm –
  - a) Does the conduct complained about require immediate attention?
    - i) Is there possible physical or financial abuse involved?
      - (1) In cases of possible abuse, neglect and exploitation, encourage the grievant to notify Adult Protective Services.
    - ii) Is loss of benefits or other loss pending?
      - (1) Whenever there appears to be a need to address an issue immediately, such as potential loss of a benefit, immediately notify in writing the Superior Court where the guardianship appointment occurred.
- 3) Is the Superior Court, Adult Protective Services or Residential Care Services involved and acting to address concerns?
- 4) Consider the age of the grievance – When possible we use first in, first out.
  - a) If we receive a grievance involving a certified professional guardian we are already investigating, we try to combine grievances and investigate them together.
  - b) If we receive a grievance concerning a certified professional guardian for whom we have a past Agreement Regarding Discipline, and the issues complained about are similar, we may investigate this grievance before others.

# Guardian Application

## Individual Guardian Application

To qualify for certification as a professional guardian, an individual applicant shall: be at least 18 years of age; be of sound mind; have no felony or misdemeanor convictions involving moral turpitude; and possess an associate's degree from an accredited institution and at least four full years' experience working in a discipline pertinent to the provision of guardianship services, or a baccalaureate degree from an accredited institution and at least two full years' experience working in a discipline pertinent to the provision of guardianship services. The experience must include decision-making or the use of independent judgment on behalf of others in the area of legal, financial, social services or healthcare or other disciplines pertinent to the provision of guardianship services.

### Applicant Agreement

#### Warranties for Administrative Office of the Courts (AOC)

- By accepting the terms of this Agreement you warrant that you are at least eighteen (18) years of age and possess the legal authority to enter into this Agreement. You are also acknowledging responsibility for payment for services as an individual or as the legal representative of your company.

#### Alterations and Amendments

- AOC in its sole discretion may modify the terms and conditions of this Agreement, as well as discontinue or change the service, upon notice by AOC published through the web site or sent to you by electronic mail. It is your responsibility to periodically review the web site, including the Agreement, to be aware of such revisions. If you do not agree with any revision to the Agreement, or in the service, you may terminate this Agreement by discontinuing to use the service and by sending notice of such choice by electronic mail to guardian.program@courts.wa.gov

#### Effective Date

- This Agreement shall be effective on the date AOC accepts your application and receives payment of the initial application fee.

#### Fees

- You agree to pay the fees as set forth on the Fee Schedule at the published rates in effect when the charges were incurred. Fees are subject to change without notice.

### Completion Steps

- Step 1: Applicant Agreement
- Step 2: Profile Information
- Step 3: County Selection
- Step 4: Training & Education
- Step 5: Employment Experience
- Step 6: Licenses & Certifications
- Step 7: History Information
- Step 8: Declaration
- Step 9: Review & Summary
- Step 10: Authorization, Release & Payment

If you do not agree to these terms and conditions, click the "I do not Agree" button, and you will exit the application process.

If you agree to these terms and conditions, enter your email address, password and password confirmation below, then click the "I agree" button to continue with the application process.

### Sign Up

Email Address:

Create Password:

Confirm Password:

Please enter the following code:

After agreeing to the terms, you will receive an email with your temporary Application License Number

## **Warranties for Administrative Office of the Courts (AOC)**

- By accepting the terms of this Agreement you warrant that you are at least eighteen (18) years of age and possess the legal authority to enter into this Agreement. You are also acknowledging responsibility for payment for services as an individual or as the legal representative of your company.

## **Alterations and Amendments**

- AOC in its sole discretion may modify the terms and conditions of this Agreement, as well as discontinue or change the service, upon notice by AOC published through the web site or sent to you by electronic mail. It is your responsibility to periodically review the web site, including the Agreement, to be aware of such revisions. If you do not agree with any revision to the Agreement, or in the service, you may terminate this Agreement by discontinuing to use the service and by sending notice of such choice by electronic mail to [guardian.program@courts.wa.gov](mailto:guardian.program@courts.wa.gov)

## **Effective Date**

- This Agreement shall be effective on the date AOC accepts your application and receives payment of the initial application fee.

## **Fees**

- You agree to pay the fees as set forth on the Fee Schedule at the published rates in effect when the charges were incurred. Fees are subject to change without notice.

## **Payments**

- You acknowledge that your access to services may be terminated for non-payment of fees and that you will be subject to all current installation charges for reinstatement pursuant to this Agreement.
- You agree to make all payments for services payable to the AOC by check, cash, or money order, or credit card when payment by credit card is available. All amounts are in U.S. dollars and are to be drawn on a U.S. bank. The remittance address for payments is shown on the invoice. To ensure payment is properly credited to your account, you should include the invoice number, your email and full name with the payment.

## **Disclaimer of Warranties**

- The AOC provides no warranties, express or implied, including without limitation, the implied warranties of merchantability and fitness for a particular purpose, with

respect to any computer programs or any information or data provided under this Agreement.

### Miscellaneous

- AOC shall not be responsible for providing support or assistance of any nature to you or to any third party acting on your behalf.

You are responsible for protecting the security of your user IDs and passwords. You are responsible for the payment of any fees incurred under your user IDs.

### General Terms and Conditions

- **Conflict of Authority:** If any provision of this Agreement shall be deemed in conflict with any statute or rule of law, such provision shall be deemed modified to conform to said statute or rule of law.
- **Governing Law:** This Agreement shall be governed in all respects by the laws and statutes of the State of Washington. The jurisdiction for any action hereunder shall be the Superior Court for the State of Washington. The venue of any action hereunder shall be in the Superior Court for Thurston County, Washington.
- **Records Maintenance:** You agree to retain all books, records, documents, and other materials relevant to this Agreement, including records of all recipients of information obtained from you, for six years after termination of this Agreement and make them available at all reasonable times to inspection, review, or audit by personnel authorized by the AOC, the Office of the State Auditor, federal officials and other officials so authorized by law.
- **Severability:** If any term, condition, or application of this Agreement is held invalid, such invalidity shall not affect any other terms, conditions, or applications of this Agreement which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Agreement are declared severable.
- **Waiver/Modification:** Any failure of AOC to enforce any provision of this Agreement shall not constitute a waiver of any rights under such provision or any other provisions under this Agreement.
- **Entire Agreement:** This Agreement sets forth the entire agreement between you and AOC regarding service and supersedes all previous discussions and agreements. Understanding, representations, or warranties not contained in this Agreement shall not be binding on either party.

## Step 2: Profile Information - License No. 11546

### Instructions


Please provide the following contact and address information.

### Personal Information

First Name:

Middle Name:

Last Name:

Date of Birth:  

E-Mail Address:

Confirm E-Mail:

Phone Number:

### Business Information

Business Name:

Phone Number:

Fax Number:

E-Mail Address:

### Business Physical Address


Address:

City:

State & Zip:

### Business Mailing Address

Same as Physical Address

 Next Step...

### Completion Steps

- Step 1: Applicant Agreement
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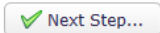
### Step 3: County Selection - License No. 11546

**Instructions**  
Please indicate the counties in which you will be available.

**Select practice counties**

Statewide (all counties)

<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

 Next Step...

Completion Steps
Step 1: Applicant Agreement
Step 2: Profile Information
<b>Step 3: County Selection</b>
Step 4: Training & Education
Step 5: Employment Experience
Step 6: Licenses & Certifications
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## Step 4: Training & Education - License No. 11546

**Instructions**

Please enter, where appropriate, the following training and education information.

**Guardian Training**

Have you completed the mandatory guardian certification program?  No  Yes

Date completed:

Training city:

**High School Attended**

School Name:

Location:

Graduation Year:

**Primary College/University Attended**

Institution Name:

Location:

Degree received:

Major subject:

Graduation Year:

**Other College/University Attended**

**Other College/University Attended**

**Post Graduate College/University Attended**

Institution Name:

Location:

Degree received:

Major subject:

Graduation Year:

**Completion Steps**

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- Step 7: History Information
- Step 8: Declaration
- Step 9: Review & Summary
- Step 10: Authorization, Release & Payment

## Step 5: Employment Experience - License No. 11546

**Instructions**

Please include all employment for the last ten years. Include volunteer work experience that was supervised and is verifiable. If you worked or volunteered in a position that was than fulltime, please provide the number of hours worked and the duration. When describing the work performed, consider the qualifications necessary to become a guardian and the type of responsibilities a guardian will have. Describe, in detail, how the work you have previously performed has given you experience working in a discipline pertinent to the provision of guardianship services, such as legal, financial, healthcare, and social service, where you made decisions or used independent judgment on behalf of others, which means for the benefit of others and is not limited to incapacitated persons.

Please understand that experience working in a discipline pertinent to the provision of guardianship services includes experience in which the applicant has developed skills that are transferable to the provision of guardianship services; however, it does not include providing services for a family member.

**Qualifications** ▼

**Guardian Responsibilities** ▼

**Completion Steps**

- Step 1: Applicant Agreement
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**Your Employment History**

Add Record
 Edit Selected
 Delete Selected

Title	Organization	Start	End ▼
sssssss	sssssss	11/02/2015	11/04/2015

10 ▼
⏪ ⏩
Page 1 of 1
⏪ ⏩ ↻
Displaying 1 through 1 of 1 jobs

✔ Next Step...

Please include all employment for the last ten years. Include volunteer work experience that was supervised and is verifiable. If you worked or volunteered in a position that was not fulltime, please provide the number of hours worked and the duration. When describing the work performed, consider the qualifications necessary to become a guardian and the type of responsibilities a guardian will have. Describe, in detail, how the work you have previously performed has given you experience working in a discipline pertinent to the provision of guardianship services, such as legal, financial, healthcare, and social service, where you made decisions or used independent judgment on behalf of others, which means for the benefit of others and is not limited to incapacitated persons.

Please understand that experience working in a discipline pertinent to the provision of guardianship services includes experience in which the applicant has developed skills that are transferable to the provision of guardianship services; however, it does not include providing services for a family member.

## Step 6: Licenses & Certifications - License No. 11546

**Instructions**

Please provide information about all professional licenses and certifications held. If you do not hold any professional licenses or certifications, please continue to the next step.

Please include the contact information of the Issuing Agency

**Completion Steps**

- Step 1: Applicant Agreement
- Step 2: Profile Information
- Step 3: County Selection
- Step 4: Training & Education
- Step 5: Employment Experience
- Step 6: Licenses & Certifications
- Step 7: History Information
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**Your Licenses and Certifications**

+ Add Record    Edit Selected    Delete Selected

Type	License Number	State/Province	Status

10 | Page 0 of 0 | Displaying 0 through 0 of 0 items

Please provide information about all professional licenses and certifications held. If you do not hold any professional licenses or certifications, please continue to the next step.

Please include the contact information of the Issuing Agency

uses or certifications, please continue to the next step.

Step 2: Profile

**Add License or Certification**

Type:

License Number:

Issue Date:

Expiration Date:

Country:

Status:  Current  Not Current

Issuing Agency:

Address:

City:

State & Zip:


Phone Number:

Reason not Current:

 **Disciplinary Actions**

Have you ever been disbarred, suspended, reprimanded, censured, or otherwise disciplined for professional misconduct by **any** certifying or licensing agency?

No  Yes

 **Complaints**

Have any complaints, other than those listed above, ever been made against you to the authority responsible for discipline in the certifying or licensing agency?

No  Yes

 **Jurisdictions**

Name all jurisdictions and courts in which you are admitted to practice law including dates of admission and current standing.

**Add Item**

## Step 7: History Information - License No. 11546

### Instructions

Please answer the following questions fully, then continue to the next step.

#### Question 1

Have you ever been convicted or plead guilty or no contest to a felony or misdemeanor?

No  Yes

#### Question 2

Is there a criminal complaint, accusation, information, or unsatisfied judgment or lien presently pending against you, or are you under indictment in this state or any other state?

No  Yes

#### Question 3

Have you ever been found civilly or criminally liable for an action of fraud, misrepresentation, material omission, misappropriation, theft, or conversion?

No  Yes

#### Question 4

Have you ever been relieved of responsibilities as a guardian or conservator by a court, employer, or client for substantiated fraud, moral turpitude, misrepresentation, material omission, misappropriation, theft, or conversion?

No  Yes

#### Question 5

Has a court ever entered a finding that you violated your duties as a fiduciary or committed an act of moral turpitude?

No  Yes

### Completion Steps

Step 1: Applicant Agreement

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**Question 6**

Has anyone ever made a successful claim against a bond where you were the principal?

No  Yes

**Question 7**

Has a judgment been entered against you or any corporation, partnership or limited liability corporation for which you were a managing partner, controlling member or majority shareholder, within the preceding eight years in any civil action?

No  Yes

**Question 8**

Are there any pending administrative or licensing board actions against you, or have you ever been disciplined or had a finding of a violation entered against you by an administrative or licensing board or had an adverse civil adjudication of the types specified in [RCW 43.43.830](#) and [43.43.842??](#)

No  Yes

**Question 9**

Have you been subject to a final finding, under [WAC 388-71-01275](#), for vulnerable adult abuse, abandonment, neglect or financial exploitation as defined by [RCW 74.34.020](#)?

No  Yes

**Question 10**

Have you been subject to a founded finding, as outlined in [RCW 26.44.125](#) and [WAC 388-15-061](#) through [WAC 388-15-141](#), for child abuse or neglect defined by [RCW 26.44](#) and [WAC 388-15](#)?

No  Yes

**Question 11**

Has your driver's license been suspended or revoked in the last five years or are there proceedings pending against you to suspend or revoke your driver's license?

No  Yes



**Question 12**

Have you been involved as a debtor in proceedings filed under any provision of the Bankruptcy Code during the past seven (7) years?

No  Yes

**Question 13**

Have you ever been cited, arrested, or convicted for a violation of any law, excluding traffic infractions?

No  Yes

**Question 14**

Have you ever been appointed as a guardian in Washington State?

No  Yes

**Question 15**

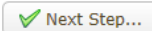
Is there an existing judgement against you arising from your performance of services as a fiduciary?

No  Yes

## Step 8: Declaration - License No. 11546

Declaration of Individual Applicant	
<b>READ CAREFULLY BEFORE SIGNING</b>	
I UNDERSTAND THAT:	
<ul style="list-style-type: none"><li>• I must report immediately to the Administrative Office of the Courts (AOC) any changes in information given the AOC in this application. Late, inaccurate, or non-reporting may cause incorrect decisions and delay or preclude my certification. Information given at a later date is subject to the same verification of correctness as is the initial application.</li><li>• Information given on my application is subject to verification by the AOC or other state or federal agencies.</li><li>• By applying to be certified, I agree to accept personal service by registered or certified mail at the address I have provided.</li></ul>	
DECLARATION & AUTHORIZATION:	
I have read and understood the information in this application. I declare, under penalty of perjury, under the laws of the state of Washington, the information I have given in this application or in any later supplementation is true, correct, and complete to the best of my knowledge.	
Location:	<input type="text" value="sssss"/>
Date:	<input type="text" value="03/24/2016"/>
Name of Applicant:	<input type="text" value="sssssss"/>

Completion Steps
Step 1: Applicant Agreement
Step 2: Profile Information
Step 3: County Selection
Step 4: Training & Education
Step 5: Employment Experience
Step 6: Licenses & Certifications
Step 7: History Information
Step 8: Declaration
Step 9: Review & Summary
Step 10: Authorization, Release & Payment

 Next Step...

### READ CAREFULLY BEFORE SIGNING

I UNDERSTAND THAT:

- I must report immediately to the Administrative Office of the Courts (AOC) any changes in information given the AOC in this application. Late, inaccurate, or non-reporting may cause incorrect decisions and delay or preclude my certification. Information given at a later date is subject to the same verification of correctness as is the initial application.
- Information given on my application is subject to verification by the AOC or other state or federal agencies.
- By applying to be certified, I agree to accept personal service by registered or certified mail at the address I have provided.

DECLARATION & AUTHORIZATION:

I have read and understood the information in this application. I declare, under penalty of perjury, under the laws of the state of Washington, the information I have given in this application or in any later supplementation is true, correct, and complete to the best of my knowledge.

## Step 10: Authorization, Release & Payment - License No. 11546

### Instructions

To complete your application, you will need supply us with certain documents and pay the \$240.00 application fee. See below.

### Authorization & Release Form

[Click here to download the Authorization and Release Form](#)

This is a Microsoft Word™ document (.doc). On certain web browsers you may wish to right-click on the above link and choose "Save Target As..." or a similar option.

This document must be completed, notarized, and mailed to:

Certified Professional Guardian Program  
Administrative Office of the Courts  
PO Box 41170  
Olympia, WA 98504-1172

### Application Fee Payment

Clicking the "Make Payment" button will direct you to the Washington Courts Secure Payment Gateway. You will be prompted to pay \$240.00 via credit card, which will complete the application process.

 Make Payment

### Completion Steps

- Step 1: Applicant Agreement
- Step 2: Profile Information
- Step 3: County Selection
- Step 4: Training & Education
- Step 5: Employment Experience
- Step 6: Licenses & Certifications
- Step 7: History Information
- Step 8: Declaration
- Step 9: Review & Summary
- Step 10: Authorization, Release & Payment

## Continuing Education Credit for Reporting Cycle 2015-2016

Certified Professional Guardians are required to earn a minimum of 24 credit hours of approved education during each two-year reporting period, except as exempted below. The 24 hours must consist of 16 hours General credit, four hours Ethics credit and four hours Emerging Issues. If a guardian earns excess credits, up to ten hours General and two hours Ethics will be carried forward to the next reporting period in their original categories. Excess Emerging Issues credit will be carried forward as General credit.

### Exemptions:

A Professional Guardian certified during the first year of the reporting period is required to earn a minimum of 12 credit hours of approved continuing education. The 12 hours must consist of eight hours General credit, two hours Ethics credit and two hours Emerging Issues. If a guardian earns excess credits up to five hours General and one hour Ethics will be carried forward to the next reporting period in their original categories. Excess Emerging Issues credits will be carried forward as General credit.

A guardian certified in the second year of the reporting period is not required to earn any continuing education credits for that reporting period.

Choose a Reporting Cycle ▼

					Emerging Issues	
	Class	Date	General	Ethics	Cultural Diversity	Business
1.	Carry Over Credits from Program Year 2013-2014		10.00	2.00	0.00 +	0.00
2.	12th Annual CPG CE Conference-Day 1	03/24/2015	4.00	2.00	0.00 +	1.00
3.	12th Annual CPG CE Conference-Day 2	03/25/2015	2.00	0.00	1.00 +	0.00
4.	2015 Title 11 Guardian ad Litem Training Day 3	04/03/2015	6.00	0.00	0.00 +	0.00
<b>Total Credits Earned</b>			22	4		2
<b>Credits Required</b>			16	4		4
<b>Total Carryover Credits Earned</b>			6	0		-2
<b>Carry over Credits Allowed</b>			10	2		0
<b>Number of Credits that will be Carried Over for the Next Reporting Cycle</b>			6	0		0