



Certified Professional Guardianship and Conservatorship Board

It's Time to Recertify for Fiscal Year 2025!

The due date for submission of recertification packets is **August 1, 2024**.

If any part of the packet (form, fee, E&O declaration page and supporting documents, or Acceptance of Designation) is postmarked after August 1, 2024 the submission is considered late. The postmark date is your certification completion date.

Packets postmarked from **August 2 through September 30** will incur a **\$150 late fee**. **Anyone who has not submitted a recertification packet by October 1, 2024 may be decertified.**

Payment by check or money order should be sent via mail or package service (US mail, UPS etc.) with all forms and documentation. If you want proof of delivery of mailed documents, you are encouraged to use a mail option that includes delivery confirmation by the service utilized.

To ensure you continue to be a certified professional guardian and conservator (CPGC) or a certified professional guardian and conservator agency (CPGCA), please, submit the following:

- ✓ **A completed and signed Certified Professional Guardian and Conservator Annual Recertification Form.** The Recertification Form is in PDF format. You need Adobe Reader to view PDFs. Click on the following link to download the latest **FREE** Adobe Reader at <http://get.adobe.com/reader/>. After completing the form, you can save a completed copy if you click "**Save As**". You can save a blank form if you click "Save a Copy". Unfortunately, the form has not been tested for a MAC. If you use a MAC, you may have to print the form and hand write the information. Please print legibly. We have included a complete packet, ready for printing for individuals using MACs or those not familiar with PDFs.
- ✓ **Annual dues** (\$350 for active CPGCs and CPGCAs who do not qualify for Exemption¹; \$250 for CPGCs and CPGCAs who qualify for Exemption; \$250 for CPGCs working for a CPGCA; \$175 for inactive CPGCs and inactive CPGCAs). We are accepting payment by check or money order. Checks and money orders must be payable to the Administrative Office of the Courts. **We accept credit cards for payment of Online registration ONLY.**
- ✓ **Declaration page from your Errors and Omissions (E & O) insurance policy**, if you are required to have E & O insurance. If you are an individual CPGC, make sure the policy is in your individual name not a business name. If you are covered by the insurance policy of a certified professional guardian and conservator agency, make sure the agency representative indicates that you are covered on the agency's annual recertification form. The policy should be in the agency name if you're a CPGCA.

¹ CPGCs 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 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 http://www.courts.wa.gov/committee/?fa=committee.home&committee_id=117)

Copies of official documents explaining all "yes" answers to GR 23(e) Disclosure questions (see Section 2 of the Certified Professional Guardian and Conservator Annual Recertification Form).

- ✓ If the designated guardians within an agency have changed, please provide a copy of the resolution or minutes stating that the agency has new designated CPGCs and a copy of the **Acceptance of Designation Form**. If no changes have occurred, you do not need to submit a new Acceptance of Designation Form.

Make a copy for your own records.

Mail all forms, documentation and payment to:

Certified Professional Guardianship Board
Attn: Kathy Bowman
Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504-1170

If you want proof of delivery of mailed documents, you are encouraged to use a mail option that includes delivery confirmation by the service utilized.

If you have questions please email guardianshipprogram@courts.wa.gov or you may call **Kathy Bowman** at 360.704.5543 or email her at Kathy.Bowman@courts.wa.gov .