

Certified Professional Guardianship Board

It's Time to Recertify!

The due date for submission of recertification packets is **August 30, 2016***. If any part of the packet (form, fee, E&O declaration page or supporting documents, Acceptance of Designation) is postmarked after August 30, 2016* the submission is considered late. For emailed documents, we will use the received date on the email. Packets postmarked from **August- September 30 will incur a \$150 late fee. Anyone who has not submitted a recertification packet by October 1 may be decertified.**

This year, if payment is made online, we are accepting recertification documents via email. You will receive electronic confirmation of receipt of emailed recertification documents.

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 or you may include a self-addressed stamped envelope, which we will return with confirmation.

To pay online, you will need your **ID and Password**.

To ensure you continue to be a certified professional guardian (CPG) or a certified professional guardian agency (CPGA), please, submit the following:

- A completed and signed Certified Professional Guardian 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 CPGs and CPGAs who do not qualify for Exemption¹; \$250 for CPGs and CPGAs who qualify for Exemption; \$250 for CPGs working for a CPGA; \$175 for inactive CPGs and CPGAs). We are accepting payment by check, money order or credit card. Checks and money orders must be payable to the Administrative Office of the Courts.

- Declaration page from your Errors and Omissions (E & O) insurance policy**, if you are required to have E & O insurance. Make sure the policy is in your individual name not a business name, if you're an individual CPG. If you are covered by the insurance policy of a certified professional guardian agency, make sure the agency representative indicates that you

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

are covered on the agency's annual recertification form. The policy should be in the agency name if you're a CPGA.

- Copies of official documents explaining all "yes" answers to GR 23(e) Disclosure questions** (see Section 3 of the Certified Professional Guardian 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 CPGs 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
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 or you may include a self-addressed stamped envelope, which we will return with confirmation.

If you pay online, you may email forms and documentation to guardian.program@courts.wa.gov .
You will receive electronic confirmation of receipt.

If you have questions please email guardian.program@courts.wa.gov or call **Kim Rood at 360.705.5314.**