



## NATIONAL GUARDIANSHIP ASSOCIATION

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Website: [www.guardianship.org](http://www.guardianship.org)

## Information about the NGA Certification Review Course

### About the Review Course for the National Certification Exam:

The National Guardianship Association (NGA) offers a Review Course to help you prepare for the examination to become a National Certified Guardian. The course is now being presented in a virtual seminar format offering guardians, conservators and fiduciaries the opportunity to participate in a study program for the national certification exam right at their own desk using a computer and a toll free phone number.

Each of the four hour-long modules is focused on a defined topic so participants can register for all four sessions or only those where brush-up training is desired. The overall course is an in-depth review of the NGA National Study Guide and is taught by "Approved Educators" from NGA. The course is not intended to cover state-specific portions of examinations in California, Florida or Texas.

### The August round of webinar sessions is scheduled for successive Tuesdays.

All sessions begin at 1:00 pm Eastern Daylight Time (Noon, Central; 11:00 am, Mountain, and 10:00 am, Pacific). The schedule is:

#### **Module One: Tuesday, August 3 – 1:00 to 2:00 pm Eastern Daylight Time**

*Universal Roles of the Guardian – Summarizing the guardianship process, explaining the main roles of a guardian, outlining the model code of ethics for guardians, etc.*

#### **Module Two: Tuesday, August 10 – 1:00 to 2:00 pm Eastern Daylight Time**

*Guardian of the Person – Covering the initial duties of guardian of the person, discussing confidentiality issues, addressing rights of the ward, etc.*

#### **Module Three: Tuesday, August 17 – 1:00 to 2:00 pm Eastern Daylight Time**

*Guardian of the Estate – Defining the prudent investor rule, identifying situations that pose a conflict of interest, discussing the process of developing a financial plan and budget, etc.*

#### **Module Four: Tuesday, August 24 – 1:00 to 2:00 pm Eastern Daylight Time**

*Decision Making – Explaining the informed consent principle, evaluating withholding or withdrawal of medical care in end-of-life situations, etc.*

### Purchasing Study Materials for Certification Exams:

If you want to prepare for the exam without taking a Review Course or if you plan to register for a Course at a later time, use the Study Materials Order Form to make your purchase of a study guide without registering for the course. State-specific study guides are also available for California and Florida. NGA does not offer a state-specific study guide for any other state.

### About the National Certified Guardian Exams:

Signing up for the review course or ordering study materials does not automatically register you to take the exam. For information on the exam, contact the Center for Guardianship Certification by calling 717-238-4689 or obtain the exam registration form at [www.guardianshipcert.org](http://www.guardianshipcert.org).

The exams are conducted by the Center for Guardianship Certification and study options are offered by NGA, two entirely different organizations. Therefore, registering for an exam and a course is a two-step process and payment must be made separately to each organization. Registering for the course or ordering study materials does not automatically register you for the exam and vice versa.

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**Complete Your Review Course Registration on the Back of This Page**

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## REVIEW COURSE REGISTRATION FORM

**Registration for the entire Review Course or for any individual Segment must be received as least seven (7) business days in advance of the start date.**

**MEMBER RATES** – Discounted rates apply only to current NGA members. Membership in a state association does not qualify for member rates and only the primary contact for an organizational membership qualifies.

\_\_\_\_\_ Register me for all four segments of the Review Course with the NGA National Study Guide for \$120 \$ \_\_\_\_\_

\_\_\_\_\_ Register me for all four segments of the Review Course with no National Study Guide for \$80 \$ \_\_\_\_\_

\_\_\_\_\_ Register me for only the following segments of the Review Course at \$20 each with no study guide included \$ \_\_\_\_\_

Segment One: Universal Roles of the Guardian \_\_\_\_\_ August 3  
Segment Two: Guardian of the Person \_\_\_\_\_ August 10  
Segment Three: Guardian of the Estate \_\_\_\_\_ August 17  
Segment Four: Decision Making \_\_\_\_\_ August 24

\_\_\_\_\_ I want to order the National Study Guide for an additional \$40 (includes S/H) \$ \_\_\_\_\_  
(See pricing below for larger Study Guide orders or Express Shipping.)

### NON MEMBER RATES

\_\_\_\_\_ Register me for all four segments of the Review Course with the NGA National Study Guide for \$150 \$ \_\_\_\_\_

\_\_\_\_\_ Register me for all four segments of the Review Course with no National Study Guide for \$100 \$ \_\_\_\_\_

\_\_\_\_\_ Register me for only the following segments of the Review Course at \$25 each with no study guide included \$ \_\_\_\_\_

Segment One: Universal Roles of the Guardian \_\_\_\_\_ August 3  
Segment Two: Guardian of the Person \_\_\_\_\_ August 10  
Segment Three: Guardian of the Estate \_\_\_\_\_ August 17  
Segment Four: Decision Making \_\_\_\_\_ August 24

\_\_\_\_\_ I also want to order the NGA National Study Guide for an additional \$50 (includes S/H) \$ \_\_\_\_\_  
(See pricing below for larger Study Guide orders or Express Shipping.)

### Information About Shipping and Handling Charges For Study Guides:

**Study Guide fees indicated include the shipping charges when you order one or two books. On orders for more books additional charges may apply. Express shipping (1-2 days is also available). See below for details.**

1/ Orders are shipped priority mail within three (3) business days of receipt.

2/ Express Mail shipping (1-2 day) is available for an additional charge of \$17.50 (2 books maximum). Express Mail orders still require the three (3) business day processing time.

3/ An additional \$12 shipping and handling fee applies for orders of 3-12 books.

4/ For orders of more than 12 books, call NGA (877-326-5992) for a shipping and handling quote.

Name \_\_\_\_\_ Title \_\_\_\_\_

Affiliation \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ *Email must be provided to receive a registration confirmation.*

***Cancellation must be received by July 27, 2010 to receive a refund.***

Total Fees \$ \_\_\_\_\_ + \$ \_\_\_\_\_ for any additional S/H = TOTAL PAYMENT FOR ORDER \$ \_\_\_\_\_  
(Our Federal ID# 36-3591860)

\_\_\_\_\_ **Please email a receipt for my records.**

**TO MAIL:** Enclose Check Payable To NGA and  
Address To

**174 Crestview Drive  
Bellefonte, PA 16823-8516**

**TO FAX:** Provide Credit Card Information  
and Fax To

**814-355-2452**

\_\_\_\_\_ VISA \_\_\_\_\_ MasterCard

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

Virtual 5/12/10 - sgt

**NGA reserves the right to cancel the course and refund payment if enrollment does not meet minimum requirements by the course deadline.**