



NATIONAL GUARDIANSHIP ASSOCIATION

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## 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 presented in a webinar seminar format offering the opportunity to participate in a study program for the national certification exam right at your own location 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 review course is approved for pre-test education hours by the Center for Guardianship Certification (CGC), but it is not acceptable for recertification hours. The Review Course is also acceptable for pre-test requirements by any other state that accepts CGC approval or lists NGA as an Approved Provider.

The Washington Guardianship Office of the Courts has approved the Review Course for 3.0 hours (must register for the full series and attend the live sessions to receive credit; recordings are not accepted). Florida has approved the course for 4.0 hours (must attend live; recordings are not accepted). Certificate fees apply; see page 3 for details.

Recordings of webinars are accepted by the CGC, however those who are looking for state-specific accreditation in states not listed much check with their state to see if code-verified recordings are acceptable prior to missing a live session.

### The July 2014 webinar sessions are scheduled for Tuesdays *(note: no webinar July 8 due to holiday weekend)*.

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

#### **Module One: Tuesday, July 1 – 1:00 to 2:00 pm Eastern 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, July 15 – 1:00 to 2:00 pm Eastern 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, July 22 – 1:00 to 2:00 pm Eastern 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, July 29 – 1:00 to 2:00 pm Eastern 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. A state-specific study guide is also available for California. 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.

**Complete Your Review Course Registration on the Next Page**



# JULY REVIEW COURSE REGISTRATION FORM

Registration must be received seven (7) business days prior to the session start date. Register only for sessions you are able to attend. Make-up sessions are not permitted. You will need to register and pay again to make up the missed session at a later date if available.

**MEMBER RATES** – Discounted rates apply only to current NGA members. Membership in a state association does not qualify for NGA member rate 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 \$170 \$ \_\_\_\_\_  
 Register me for all four segments of the Review Course with no National Study Guide for \$120 \$ \_\_\_\_\_  
 Register me for only the following segments of the Review Course at \$30 each with no study guide included \$ \_\_\_\_\_  
     Segment One: Universal Roles of the Guardian \_\_\_\_\_ July 1  
     Segment Two: Guardian of the Person \_\_\_\_\_ July 15  
     Segment Three: Guardian of the Estate \_\_\_\_\_ July 22  
     Segment Four: Decision Making \_\_\_\_\_ July 29  
 I want to order the National Study Guide for an additional \$50 (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 \$245 \$ \_\_\_\_\_  
 Register me for all four segments of the Review Course with no National Study Guide for \$170 \$ \_\_\_\_\_  
 Register me for only the following segments of the Review Course at \$55 each with no study guide included \$ \_\_\_\_\_  
     Segment One: Universal Roles of the Guardian \_\_\_\_\_ July 1  
     Segment Two: Guardian of the Person \_\_\_\_\_ July 15  
     Segment Three: Guardian of the Estate \_\_\_\_\_ July 22  
     Segment Four: Decision Making \_\_\_\_\_ July 29  
 I also want to order the NGA National Study Guide for an additional \$75 (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 \$19.95 (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 for registration confirmation

**Cancellation must be received by June 24 for 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 \_\_\_\_\_ Security Code \_\_\_\_\_  
 Print Name on Card \_\_\_\_\_  
 Signature \_\_\_\_\_

NGA reserves the right to cancel the course and refund payment if enrollment does not meet minimum requirements by the June 24 course deadline.



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## Review Course Certificate of Attendance Order Form

Following completion of the series you will receive an email from [education@guardianship.org](mailto:education@guardianship.org) when your certificate is available for download from our CE Tracking System.

Washington attendees MUST register for all four LIVE sessions to obtain ANY Washington Continuing Education hours, recordings are not acceptable.

Florida will receive credit for Live sessions attended, recordings are not acceptable.

<input checked="" type="checkbox"/>	Certificate Type	Certificate Use	Fee for Certificate
	WA/FL Guardian	Certificate of Attendance for use with Washington Administration Office of the Courts and CE Broker's, Florida Statewide Public Guardianship Office	\$25.00

Month/Year of Review Course \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

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

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

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814-355-2452

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

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

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

Signature \_\_\_\_\_