Rank the core competency categories (statements in bold) on a scale from 1 to 7 giving a “1” to the category that should receive the most emphasis on the Registered Guardian certification examination.

___ Professional Practices: Knowledge and application of guardianship principles as they relate to the professional roles of the guardian (includes but not limited to):
*Within this group check the 2 topics you believe should have the greatest emphasis*

___ Ethics/Standards
___ Guardianship alternatives
___ Confidentiality
___ Conflict of Interest
___ Quality assurance
___ Business practices
___ Fees

___ Knowledge of Ward: Knowledge of the personal aspects of a ward’s life and ability to address those special situations or circumstances affecting a ward (includes but not limited to):
*Within this group check the 2 topics you believe should have the greatest emphasis*

___ Diversity
___ Mental Illness/Disabilities
___ Difficult clients
___ Family dynamics
___ Social history, values and beliefs

___ Application of Surrogate Decision-making: Knowledge of theory and application of decision making principles and limitations in making surrogate decisions (includes but not limited to):
*Within this group check the 2 topics you believe should have the greatest emphasis*

___ Best Interests/substituted judgment
___ Informed consent
___ Least restrictive alternatives
___ Capacity

___ Legal and Courts: Knowledge of laws, courts and legal processes governing guardianship and the guardian’s responsibility to modify, terminate or limit a guardianship (includes but not limited to):
*Within this group check the 2 topics you believe should have the greatest emphasis*

___ Due process
___ Ward’s rights
___ Relationship with other officers of the court
___ Court supervision/sanctions
___ Modification/closing
___ Compliance with monitoring systems
Personal Management: Knowledge and application of the responsibilities of the guardian of the person including planning, monitoring, reporting, residence and programs (includes but not limited to):

Within this group check the 2 topics you believe should have the greatest emphasis

___ Plans and reports
___ Residential placement
___ Well-being oversight
___ Functional assessment
___ Abuse

Financial Management: Knowledge and application of the responsibilities for financial management of a ward’s estate and assets (includes but not limited to):

Within this group check the 2 topics you believe should have the greatest emphasis

___ Inventory/marshal/account (reporting requirements)
___ Personal Property
___ Real Property
___ Fiduciary responsibilities
___ Benefits
___ Financial planning
___ Financial abuse/recovery

Medical Decision-making: Knowledge and application of the principles and responsibilities surrounding surrogate medical decisions, including the ability to identify issues that have legal and ethical consequences for both the guardian and the ward (includes but not limited to):

Within this group check the 2 topics you believe should have the greatest emphasis

___ End of life care
___ Special medical decisions/conditions
___ Medical advocacy
___ DNR/withhold/withdraw

<table>
<thead>
<tr>
<th>Professional Practices</th>
<th>Knowledge of Conservatee</th>
<th>Application of Surrogate Decision Making</th>
<th>Legal and courts</th>
<th>Personal management</th>
<th>Financial management</th>
<th>Medical decision making</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 86</td>
<td>2.55</td>
<td>4.12</td>
<td>1.35</td>
<td>1.22</td>
<td>1.7</td>
<td>1.22</td>
</tr>
<tr>
<td>2. 32</td>
<td>3.30</td>
<td>2.40</td>
<td>2.28</td>
<td>2.29</td>
<td>2.29</td>
<td>2.34</td>
</tr>
<tr>
<td>3.23</td>
<td>4.26</td>
<td>3.49</td>
<td>3.36</td>
<td>3.33</td>
<td>3.32</td>
<td>3.36</td>
</tr>
<tr>
<td>4.18</td>
<td>5.25</td>
<td>4.35</td>
<td>4.50</td>
<td>4.32</td>
<td>4.34</td>
<td>4.37</td>
</tr>
<tr>
<td>5.20</td>
<td>6.14</td>
<td>5.29</td>
<td>5.23</td>
<td>5.55</td>
<td>5.35</td>
<td>5.43</td>
</tr>
<tr>
<td>7.27</td>
<td></td>
<td>7.32</td>
<td>7.39</td>
<td>7.25</td>
<td>7.45</td>
<td>7.35</td>
</tr>
</tbody>
</table>

**Math Total**

<table>
<thead>
<tr>
<th></th>
<th>1116</th>
<th>1167</th>
<th>898</th>
<th>947</th>
<th>885</th>
<th>775</th>
<th>924</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>6712</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Math Goal**

- **# on exam**
  - 16
  - 17
  - 13
  - 14
  - 13
  - 11
  - 13
  - **Total 97**
  - **Adjust +3**

- **# in pool**
  - 48
  - 51
  - 36
  - 42
  - 36
  - 33
  - 36
  - **Total 282**
  - **(adjust +18)**

**Have in Pool**

<table>
<thead>
<tr>
<th></th>
<th>38</th>
<th>9</th>
<th>54</th>
<th>71</th>
<th>21</th>
<th>50</th>
<th>17</th>
</tr>
</thead>
</table>
1. Professional Practices: Knowledge and application of guardianship principles as they relate to the professional roles of the guardian.

<table>
<thead>
<tr>
<th></th>
<th>1.1 Code of Ethics/standard of practice</th>
<th>1.2 Conflict of interest</th>
<th>1.3 Confidentiality</th>
<th>1.4 Quality assurance</th>
<th>1.5 Business practice</th>
<th>1.6 Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Want on exam (need x3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total = 19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have in Pool

<table>
<thead>
<tr>
<th></th>
<th>1.1 Code of Ethics/standard of practice</th>
<th>1.2 Conflict of interest</th>
<th>1.3 Confidentiality</th>
<th>1.4 Quality assurance</th>
<th>1.5 Business practice</th>
<th>1.6 Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Split 10 with confidentiality</td>
<td>Split 10 with conflict</td>
<td>6</td>
<td>Split 8 with fees</td>
<td>Split 8 with business practice</td>
<td>Reassign 4 from 1.2, reassign 6 from 1.6</td>
</tr>
</tbody>
</table>
2. Knowledge of ward: Knowledge of the personal aspects of a ward’s life and ability to address those special situations or circumstances affecting a ward.

<table>
<thead>
<tr>
<th>2.1 diversity</th>
<th>2.2 Family dynamics</th>
<th>2.3 Social history, values belief</th>
<th>2.4 Abuse neglect exploitation</th>
<th>2.5 Difficult clients</th>
<th>2.6 Special pop</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>153</td>
<td>550</td>
<td>346</td>
<td>132</td>
<td>235</td>
</tr>
</tbody>
</table>

Total = 1149

<table>
<thead>
<tr>
<th>Want on exam (need x3)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

Total = 17

<table>
<thead>
<tr>
<th>Have in Pool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Split 2 with difficult clients</td>
</tr>
</tbody>
</table>

Reassign 1 from 2.5
3. Application of Surrogate Decision-making: Knowledge of theory and application of decision making principles and limitations in making surrogate decisions.

<table>
<thead>
<tr>
<th>3.1 Decisional Standards (SJ/BI)</th>
<th>3.2 Informed consent</th>
<th>3.3 Capacity</th>
<th>3.4 Alternatives</th>
<th>3.5 LRA</th>
<th>3.6 Wards rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Votes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>456</td>
<td>179</td>
<td>201</td>
<td>87</td>
<td>220</td>
<td>350</td>
</tr>
<tr>
<td>Total = 1493</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Want on exam (need x3)

<table>
<thead>
<tr>
<th>4</th>
<th>1</th>
<th>2</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total= 13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have in Pool

<table>
<thead>
<tr>
<th>17</th>
<th>Split 9 with LRA</th>
<th>8</th>
<th>Split 8 with advance directives</th>
<th>Split 9 with informed consent</th>
<th>3</th>
</tr>
</thead>
</table>
4. **Legal and courts:** Knowledge of laws, courts and legal processes governing guardianship and the guardian’s responsibility to modify, terminate or limit a guardianship.

<table>
<thead>
<tr>
<th></th>
<th>4.1 Procedures, laws, practices</th>
<th>4.2 Types of guardianships, limited</th>
<th>4.3 Monitoring and supervision</th>
<th>4.4 Modification, closing</th>
<th>4.5 Guardian authority</th>
<th>4.6 Due process</th>
<th>4.7 bonding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Votes</strong></td>
<td>555</td>
<td>142</td>
<td>413</td>
<td>30</td>
<td>413</td>
<td>510</td>
<td>9</td>
</tr>
<tr>
<td><strong>Want on exam (need x3)</strong></td>
<td>4</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total = 15</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Have in Pool</strong></td>
<td>18</td>
<td>10</td>
<td>6</td>
<td>15</td>
<td>19</td>
<td>Reassign 3</td>
<td>Reassign 3, if any</td>
</tr>
</tbody>
</table>
5. Personal Management: Knowledge and application of the responsibilities of the guardian of the person including planning, monitoring, reporting, residence and programs.

<table>
<thead>
<tr>
<th>5.1 Plan</th>
<th>5.2 Residential placement</th>
<th>5.3 Well-being oversight</th>
<th>5.4 Functional assessment</th>
<th>5.5 Death of ward</th>
<th>5.6 Support resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Votes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>272</td>
<td>232</td>
<td>334</td>
<td>227</td>
<td>20</td>
<td>410</td>
</tr>
<tr>
<td>Want on exam (need x3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Total = 13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have in Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>10</td>
<td>3</td>
<td>4</td>
<td>Reassigned,</td>
<td>1 reassign</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>if any</td>
<td></td>
</tr>
</tbody>
</table>
6. Financial Management: Knowledge and application of the responsibilities for financial management of a ward’s estate and assets.

<table>
<thead>
<tr>
<th>6.1 Inventory/marshal of estate</th>
<th>6.2 Personal property mgt.</th>
<th>6.3 Real property mgt.</th>
<th>6.4 Public benefit</th>
<th>6.5 Investing and protecting assets</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Votes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>437</td>
<td>31</td>
<td>39</td>
<td>384</td>
<td>265</td>
</tr>
<tr>
<td><strong>Want on exam (need x3)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td><strong>Have in Pool</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Split 21 with reporting</td>
<td>7</td>
<td>9</td>
<td>3</td>
<td>Check 10</td>
</tr>
<tr>
<td>6.6 Exploitation recovery</td>
<td>6.7 Power of attorney</td>
<td>6.8 Accountings/reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------</td>
<td>--------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Votes**

| 74 | 29 | 252 |

**Want on exam (need x3)**

| 1 | 0 | 2 |

**Total = 14**

**Have in Pool**

<table>
<thead>
<tr>
<th>0</th>
<th>0 or reassigned</th>
<th>Some from 6.1</th>
</tr>
</thead>
</table>
7. Medical decision-making: Knowledge and application of the principles and responsibilities surrounding surrogate medical decisions, including the ability to identify issues that have legal and ethical consequences for both the conservator and the conservatee.

<table>
<thead>
<tr>
<th>7.1 Making medical decisions</th>
<th>7.2 End of life care</th>
<th>7.3 Special medical decisions</th>
<th>7.4 Medical advocacy</th>
<th>7.5 DNR/withhold/withdraw</th>
<th>7.6 Durable power of attorney for health care</th>
</tr>
</thead>
<tbody>
<tr>
<td>[583]</td>
<td>[206]</td>
<td>[437]</td>
<td>[210]</td>
<td>[211]</td>
<td>[72]</td>
</tr>
</tbody>
</table>

**Total 1719**

WANT on exam (need x3)

| 4 | 2 | 3 | 2 | 2 | 1 |

**Total 11**

Have in Pool

| 6 | 4 | 1 | 1 | 5 | 0 |
Examinee took examination (circle one)    A    B    C

Examination

1. The **range of topics** covered on the examination was what I expected.

   Not at all 1 2 3 4 5 6 7 8 9 10 Very much

2. The **level of difficulty** to demonstrate competency of guardians was:

   Too easy 1 2 3 4 5 6 7 8 9 10 Too Difficult

3. The examination is fair for guardians.

   Not at all 1 2 3 4 5 6 7 8 9 10 Very much

4. What topic areas should have been given more emphasis?

   ____________________________  ____________________________
   ____________________________  ____________________________

5. What topic areas should have been given less emphasis?

   ____________________________  ____________________________
   ____________________________  ____________________________

6. Overall, did you think the exam was:

   □  Too easy  □  Just about right  □  Too hard
7. How long did it take you to complete the exam? ______________

8. Did you feel you had sufficient time to complete the exam?
   □ Yes □ No

9. Please list the number of any questions that you thought were particularly confusing.
   __________ __________ __________ __________

10. Please list the number of any questions that you thought had no correct answer given.
    __________ __________ __________ __________

11. Please list the number of any other questions that you think should be revised or written more clearly.
    __________ __________ __________ __________

12. Please list the number of any question where you noted a typographical error, punctuation mistake, etc.
    __________ __________ __________ __________

13. Did you feel you were sufficiently prepared to take the exam?
    □ Yes □ No

14. How did you prepare?
    ________________________________________________

15. Any other comments about the examination that you want to share:
    ________________________________________________
    ________________________________________________
    ________________________________________________
    ________________________________________________
    ________________________________________________
Review Materials
16. Did you find the National Guardianship Association Study Guide helpful?

☐ Yes  ☐ No

How could it be improved?

________________________________________________________________________

________________________________________________________________________

18. What topic areas should have more emphasis in the review materials?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Information about your practice

 I am a:
  ___ Sole practitioner
  ___ Member of a partnership of ___ partners
  ___ Principal in a non-profit corporation
  ___ Other: (please explain) ____________________

I have been handling fiduciary matters for ____ years.

My current caseload is:
  ___ 1-10
  ___ 11-30
  ___ 31-70
  ___ 71-149
  ___ 150+

Percentage of my cases in which I serve as:
  ___ Conservator of person
  ___ Conservator of estate
  ___ Trustee
  ___ Agent under a financial power of attorney
  ___ Agent under a durable power of attorney for health care

THANK YOU FOR PARTICIPATING IN THIS BETA TEST!
What is a Core Competency?

CGC relies upon a written survey to identify topic areas, or competencies, that should be covered in the certification examination. The purpose of the survey is to describe the "job" of a guardian in sufficient detail to ensure that the examination content is job-related.

Guardians who work in the specific state or on a national level complete the surveys. They are asked to rank the topics that are grouped into seven "core competencies" and several sub-topics. Exam questions are coded to the appropriate competency sub-topic and assigned to the exams according to the priorities the survey participants determined. The examination is designed to allow applicants to demonstrate the different skill sets and knowledge guardians must be able to apply to adequately carry out their responsibilities.

1. PROFESSIONAL PRACTICES – 18%
   Knowledge and application of guardianship principles as they relate to the professional roles of the guardian (includes but not limited to):

   1.1 Ethics/Standards/Professional Conduct
   1.2 Conflict of Interest
   1.3 Confidentiality
   1.4 Quality Assurance
   1.5 Business Practices /fees

2. KNOWLEDGE OF WARD – 16%
   Knowledge of the personal aspects of a ward’s life and ability to address those special situations or circumstances affecting a ward (includes but not limited to):

   2.2 Family Dynamics / diversity
   2.3 Social History, Values and Beliefs
   2.4 Abuse, Neglect, Exploitation
   2.5 Difficult Clients
   2.6 Special Populations (DD/Aging/MI/Others)

3. APPLICATION OF SURROGATE DECISION-MAKING – 13%
   Knowledge of theory and application of decision making principles and limitations in making surrogate decisions (includes but not limited to):

   3.1 Decisional Standards Alternatives
   (Substituted Judgment/Best Interests)
   3.2 Informed Consent
   3.3 Capacity
   3.4 Guardianship Alternatives
   3.5 Least Restrictive Alternatives
   3.6 Wards’ Rights
4. KNOWLEDGE OF LAWS, COURTS AND LEGAL PROCESSES - 14%
Knowledge of laws, courts and legal processes governing guardianship and the guardian’s responsibility to modify, terminate or limit a guardianship (includes but not limited to):

4.1 Guardianship Procedures (Laws and Practices)
4.2 Types of Guardianship (Including Limited Guardianship)
4.3 Compliance with Court Monitoring and Supervision
4.5 Guardian Authority
4.6 Due Process

5. PERSONAL MANAGEMENT – 13%
Knowledge and application of the responsibilities of the guardian of the person including planning for and overseeing supports and services (includes but not limited to):

5.1 Guardianship Plan
5.2 Residential Options/Least Restrictive Alternatives
5.3 Well-being Oversight and Monitoring
5.4 Functional Assessment
5.6 Knowledge of Resources, Supports and Services

6. FINANCIAL MANAGEMENT – 14%
Knowledge and application of the responsibilities for financial management of a ward’s estate and assets (includes but not limited to):

6.1 Inventory/Marshal Resources/Estate Plan
6.2 Personal & Real Property Management
6.4 Public Benefits (SSA, VA, Railroad, Medicare, etc.)
6.5 Investing and Protecting Assets
6.8 Accountings (Reporting Requirements)

7. MEDICAL DECISION-MAKING – 12%
Knowledge and application of the principles and responsibilities surrounding surrogate medical decisions, including the ability to identify issues that have legal and ethical consequences for both the guardian and the ward (includes but not limited to):

7.1 Making Medical Treatment Decisions
7.2 End-of-Life Care
7.3 Special Medical Decisions/Conditions
7.4 Medical Advocacy
7.5 DNR/Withhold/Withdraw
7.6 Power of Attorney for Health Care