



**NCG and NMG RECERTIFICATION
CEU REQUIREMENTS**
Board Approved August 3, 2017



In order to continually improve your skill as a guardian, CGC requires certified guardians earn CEUs for recertification. CGC's recertification requirements are based upon the organization's identified core competencies, upon which the examination is written. A CEU (continuing education unit) is equivalent to one contact hour or one course credit hour.

Before submitting courses for recertification, you should ask yourself whether the knowledge acquired by attending a lecture, workshop, seminar or conference meets one or more of the core competencies for guardianship. Continuing education units can be obtained either by being a participant or by being a presenter of a program which meets CGC criteria. Appropriate programs include those offered at a junior college, university, state bar association, NGA, state guardianship association, or other specific seminars or training courses related to guardianships.

CRITERIA FOR CEUs

Certification renewal requires a minimum of 20 documented CEUs spread over the two (2) year period for National Certified Guardians (NCGs) and 30 documented CEUs spread over the three (3) year period for National Master Guardians (NMGs) for recertification. Certified guardians are encouraged to acquire more than the minimum CEUs required so that they can still be recertified even if some of the CEUs submitted are not accepted.

The time frame for you to accumulate CEUs for your recertification will encompass the years previous to and the year in which the recertification is due. The time period for which you are tracking your CEUs is calculated from the month that you were originally certified; not a calendar year.

EXAMPLE FOR NCG: If your date to recertify is 3/31/17, your certification month is March. You would need to provide proof of the required 20 CEUs from April 2015 – March 2017.

EXAMPLE FOR NMG: If your date to recertify is 3/31/17, your certification month is March. You would need to provide proof of the required 30 CEUs from April 2014 – March 2017.

Continuing education content provided to certified guardians must*:

1. Be related to the CGC core competencies (see <https://guardianshipcert.org/exam-information/>)
2. Be presented by certified guardians or other professionals, such as physicians, attorneys, social workers, nurses, psychologists, researchers, etc.
3. Be targeted to a professional audience.
4. Be at least one hour (60 minutes) in length and thereafter in 15 minute increments.
5. Be offered in the context of a professional level course, institute, seminar, workshop, conference or in-service training.

* For CEUs being approved for enrolled students in higher education coursework, only the first item above (be related to the CGC core competencies) applies.



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CATEGORIES FOR CEU APPROVAL

Participant at Educational Offerings

Continuing education units can be obtained either by being a participant or by being a presenter of a program meeting CGC criteria. Appropriate programs include those offered at state bar associations, NGA, state guardianship associations, or other specific seminars or training courses related to guardianships. Visit the CGC website for a listing of pre-approved courses.

Enrolled Student in Higher Education Coursework

Continuing education units can be obtained through enrollment at an institution of higher education. CGC assigns the number of CEUs approved for this activity based upon the number of course credit hours awarded by the institution being attended. For example, if an institution grants a student three credits for a specific course taken over a semester or other institution-defined period of time, CGC will award three CEUs for that same course. Courses must be related to the CGC core competencies and must be taken within the recertification period.

Online Courses, Webinars and Self-Study Courses

CEUs will be accepted for CGC recertification for online courses, webinars and self-study courses if they relate to the CGC core competencies. The guardian must be able to provide Proof of Attendance directly from the educational provider.

Teaching – (Up to 5 of the required CEUs for NCGs/Up to 10 of the required CEUs for NMGs)

Teaching guardianship classes at institutes, seminars, workshops and conferences is included in this area. Verification of the content, and length (time) of the presentation must be provided by the entity sponsoring the program. (e.g. The certified guardian presents a one hour session at an Alzheimer's conference; the certified guardian must submit a letter from that agency stating the certified guardian presented Topic A on this date for this amount of time).

- The following types of presentations do not meet the CE requirements stated above: marketing presentations, informational exchanges or networking activities.
- A presentation or course cannot be submitted more than once per year.
- CEUs earned through teaching may account for up to one-quarter ($\frac{1}{4}$) or five (5) of the CEUs required for NCGs and up to one-third ($\frac{1}{3}$) or ten (10) of the CEUs required for NMGs over the recertification period.
- Teaching your employees, contractors or volunteers as part of your job or work responsibilities are not accepted for recertification.

Curriculum Development – (Up to 5 of the required CEUs for NCGs/Up to 10 of the required CEUs for NMGs)

Certified guardians may accrue continuing education credits for curriculum development activity, provided:

1. The course content is guardianship specific; and
 2. Verification is provided by the academic institution of the course content and hours spent in preparation. Such verification must be signed by a faculty member.
- The curriculum development and course cannot be submitted for the same year and not more than once per year.
CEUs earned through curriculum development may account for up to one quarter ($\frac{1}{4}$) or five (5) of the CEUs for NCGs and up to one third ($\frac{1}{3}$) or ten (10) for NMGs over the recertification period.



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CALCULATING CONTACT HOURS

In calculating the contact hours required for CEUs, the following guidelines apply:

- 1 contact hour or 1 course credit hour = 1 CEU
- Introductory and closing remarks, business/board meetings, exhibits, networking meetings, support groups, breaks, meals, receptions, taking quizzes and examinations, etc. cannot to be included in the computation of contact hours.

PROOF OF ATTENDANCE

You are required to maintain documentation of attendance in the event additional information is requested by the CGC. The CGC may require additional information or documents for random audits. The following are accepted forms of proof of attendance at or participation in an educational activity:

- An official continuing education certificate or certificate of attendance which includes the certified guardian's name, the name, location and date of the program, the number of contact hours earned, and the presenter or sponsoring organization signature.
- The program agenda, with the presenter's signature and credentials, the content or course objectives, location, dates, total number of hours attended, total number of CEUs obtained, and the certified guardian's name.
- A letter on the sponsoring organization's letterhead with the name of the program, presenter's name and credentials, content, location, dates, total number of hours attended, total number of CEUs obtained, and the certified guardian's name.
- A formal course transcript from an educational institution, including certified guardian's name and passing grade(s).
- A letter documenting teaching or curriculum activities on the sponsor's letterhead, giving the certified guardian's name, program location, dates, subject taught and total number of hours of instruction or curriculum development.

CORE COMPETENCIES

CGC requires CEUs being submitted for consideration to be related to one or more of the Core Competencies outlined for NCGs and NMGs. If you choose to utilize the CGC online tracking form, the core competencies and requirements related to the number of CEUs approved for a specific category is programmed into the online tracking form. If you choose to utilize your own tracking system, please indicate the core competencies addressed within each of your CEU submissions.

Lists containing CGC's Core Competencies can be found at: <https://guardianshipcert.org/exam-information/>.