



## CALIFORNIA CORE COMPETENCIES 2023

- 100 PROFESSIONAL PRACTICES**  
**Knowledge and application of fiduciary principles as they relate to the professional roles of the conservator/trustee (includes but not limited to):**
- 101 Keep client matters confidential
  - 102 Communicate ethically
  - 103 Comply with PFB laws and regulations
  - 104 Advocate for client needs and preferences
  - 105 Avoid conflicts of interest
  - 106 Insure fiduciary practice
  - 107 Maintain professional fiduciary license
  - 108 Secure/store client medical and personal records
  - 109 Determine ability to handle client needs
  - 110 Comply with bonding requirements
  - 111 Protect conservatees' rights
  - 112 Plan for fiduciary practice contingencies
- 200 CLIENT RELATIONS**  
**Knowledge of the personal aspects of the client's life, and the ability of the fiduciary to address those special situations or circumstances (includes but not limited to):**
- 201 Respect boundaries between fiduciary and client
  - 202 Assess clients' current financial and legal needs
  - 203 Communicate with client and clients' family, friends, and service providers
  - 204 Manage complex family dynamics
  - 205 Assess clients' current medical, physical, social and psychological needs
  - 206 Determine level of care required to meet client needs
  - 207 Determine clients' ability to manage cash and assets
  - 208 Assess clients' functional capacities
  - 209 Identify clients' preferences (personal, cultural, religious)
- 300 FINANCIAL MANAGEMENT**  
**Knowledge and application of decision-making principles and limits to fiduciary decisions (includes but not limited to):**
- 301 Retain documents
  - 302 Budget for client needs
  - 303 Manage funds to support long-term financial solvency
  - 304 Reconcile active accounts of client/estate
  - 305 Monitor investment accounts
  - 306 Manage tax obligations of clients/estate
  - 307 Interpret financial statements
  - 308 Conduct financial reviews and audits
  - 309 Buy, sell, and manage real property
  - 310 Liquidate client/estate assets

- 400 FINANCIAL ASSESSMENT AND PLAN DEVELOPMENT**  
**Knowledge and application of the responsibilities for assessing a conservatee’s or beneficiary’s financial needs and resources, and developing a plan to meet those needs (includes but not limited to):**
- 401 Implement estate plan to meet clients’ financial and legal needs
  - 402 Marshal client/estate assets
  - 403 Establish accounts for the management of client/estate funds
  - 404 Secure tangible assets
  - 405 Evaluate client/estate insurance needs
  - 406 Safeguard intangible assets
  - 407 Notify entities about the fiduciary relationship
  - 408 Appraise client/estate assets
  - 409 Collect unclaimed property and hidden/missing assets
- 500 LAWS, COURTS, AND LEGAL PROCESSES**  
**Knowledge of laws, courts, and legal processes governing conservatorships/trusts (includes but not limited to):**
- 501 Respect limits to fiduciary powers
  - 502 Apply the Uniform Prudent Investor Act
  - 503 Account for fiduciary estate
  - 504 Distribute assets
  - 505 Use support decision-making
  - 506 Submit fiduciary court documents
  - 507 Gain court approval when required
  - 508 Apply substituted judgement
- 600 PERSONAL MANAGEMENT**  
**Knowledge and application of the responsibilities of the conservator of the person (includes but not limited to):**
- 601 Monitor to ensure client well-being and safety
  - 602 Advocate for client medical preferences
  - 603 Identify indicators that client may be at risk for abuse, neglect, and exploitation
  - 604 Report suspected abuse, neglect and exploitation
  - 605 Conduct wellness checks
  - 606 Identify community, government and private resources for meeting client needs
  - 607 Use health care documents that guide fiduciary decision-making
  - 608 Make residential placement decisions