

*Assisting the courts  
in protecting our  
most vulnerable  
citizens and their  
assets.*

# *JBCC Texas Guardianship Registration and Training Overview*



# Guardianship Registration

- Effective June 1, 2018, each guardianship must be registered with the JBCC.
- No fee for the registration or training.
- <http://www.txcourts.gov/jbcc/register-a-guardianship/>
- Click on the red “Register a Guardianship” button to access the online system.
- Click on the “Guardian” tab.
- Select "**Guardianship Registration: To Register a Guardianship**".
- Create a login name and password.
- Enter the guardians profile with contact information.
- Enter the guardianship information.
- You must read, complete, and sign the attestation page prior to submitting your application.
- Once you enter the online registration information, complete the online guardianship training.
  - Use Google Chrome to complete the training.
  - The course will take approximately 1 hour.
  - Currently the training is only available in English. We are working on a Spanish version of the training.
- Provide your training certificate to the court.



# JBCC Guardianship Registration



Texas Judicial  
BRANCH

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## Register a Guardianship

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### ALERT

 The JBCC Rules were updated 04/12/18. Several changes took effect 09/01/18, including increase in application fees. [Read more...](#)

### REGISTER A GUARDIANSHIP HOME

[Guardianship Training](#)  
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[Pre-existing Guardianships](#)  
[Guardianship Registration Rules and Resources](#)  
[JBCC Home](#)

### Registration of Guardianships (Effective June 1, 2018)

The guardian or their attorney must:

- Register guardianship information online with the JBCC
- Complete the online Guardianship Training
- Receive a criminal history background check initiated by the JBCC
- Attorneys, certified guardians, and corporate fiduciaries are not required to have the criminal history or guardianship training.
- Pre-existing guardians appointed prior to June 1, 2018 are not required to have a criminal history or guardianship training.
- There is no cost for the training or registration (see instructions below)

With our new guardianship registration program we are experiencing a high volume of applications and inquiries. Turnaround times are longer than usual. We thank you for your patience and apologize for the inconvenience.

- Please note – For guardians appointed after June 1, 2018, the deadline for the JBCC to provide notice to the clerk that a proposed guardian has submitted registration information and fulfilled the training and criminal background requirements is 10 days before the hearing. Nothing in statute or rule makes this notice a prerequisite to setting a hearing.
- Guardianship registrations will be processed in the order in which they are received.
- We are unable to expedite the registration processing based on a hearing date not being set by the Court.

### JBCC Online Instructions & Registration

1. Select the "Guardians" tab, then select "Guardianship Registration: To Register a Guardianship".
2. Create a login name and password.
3. Enter the guardians profile with contact information.
4. Enter the guardianship information.
5. You must read, complete, and sign the attestation page prior to submitting your application.
6. Once you enter the online registration information, complete the online guardianship training.
  - Use Google Chrome to complete the training.
  - Mobile and Apple devices may be incompatible to complete this training.
  - The course will take approximately 1 hour.
  - Currently the training is only available in English. We are working on a Spanish version of the training.
7. Provide your training certificate to the court.
8. Register a Guardianship and complete the Guardianship Training Module using the red buttons below.



REGISTER A  
GUARDIANSHIP

GUARDIANSHIP  
TRAINING MODULE

OFFICE *of* COURT ADMINISTRATION





# Texas Office of Court Administration Judicial Branch Certification Commission (JBCC)



## Online Certification and Licensing System

- Court Reporters
- Process Servers
- Court Interpreters
- Guardians

Welcome to the online licensing and certification system for Texas  
Judicial Branch Certification Commission

### USER LOGIN

Login Name

Password

[Forgot Login/](#)

Password is

### SITE LINKS

To Search for  
Reporter or  
[Click Here](#)

To search for  
Continuing  
Court Repo

For any questions please contact us  
at [courtreporting@txcourts.gov](mailto:courtreporting@txcourts.gov). For  
more information, please [Click Here](#)

### Welcome to the Judicial Branch Certification Commission (JBCC) on-line certification, registration and licensing system

The JBCC oversees the certification, registration and licensing of court reporters and court reporting firms, guardians, process servers and licensed court interpreters. For further information on the JBCC please visit our web page at <http://www.txcourts.gov/jbcc>

Please select appropriate JBCC program tab to create an on-line profile for a new or renewal certification, registration or license.

Please choose the Program

--Choose one--

--Choose one--

- Court Reporter Certification
- Process Server Certification
- Licensed Court Interpreter
- Guardians**



We accept:





# Texas Office of Court Administration Judicial Branch Certification Commission (JBCC)




## Online Certification and Licensing System

<p><b>USER LOGIN</b></p> <p>Login Name <input type="text"/></p> <p>Password <input type="password"/></p> <p><a href="#">Forgot Login/Password</a> <input type="button" value="Login"/></p> <p>Password is case sensitive.</p>	<p><b>Court Reporters</b>   <b>Process Servers</b>   <b>Court Interpreters</b>   <b>Guardians</b></p>
---	---

**Welcome to the online licensing and certification system for Texas  
Judicial Branch Certification Commission**

**[Register a Guardianship](#)**

Guardianship Registration  
To Register a Guardianship: [Click Here](#)



**[Professional Certified Guardians](#)**





**Certified Guardians**  
Existing Individuals/Firms registered with State [Click Here](#) to create online profile.

**First Time Applicant**  
To apply for new Guardian Certification: [Click Here](#)

**[Guardianship Program](#)**  
To Register a Program: [Click Here](#)  
If you are a Guardianship Program and have already created an online profile, please login to your account and follow the "Guardianship Registration" link to register the new Guardianship.

**Continuing Education Course Provider**  
If you are a Continuing Education Course provider and need a course approval: [Click Here](#)

The Guardianship Certification program improves the standards for persons authorized to serve as guardians statewide. For more information on certification requirements, statutes, rules, policies and standards, please visit the JBCC website, <http://www.txcourts.gov/jbcc/guardianship-certification/>

We accept:    





## Initial User Registration - Guardians

Fields marked with asterisk (\*) are required.

### Guardian Information

Please complete the profile using the guardians name and contact information.

Last Name \*  First Name \*  Middle Name   
Suffix  DOB \*

### Guardian Mailing Address

Country \*    
Address \*  Apt/Unit/etc.   
City \*  State/Province \*  Zip \*   
County \*  Primary Phone # - Ext \*   Alternate Phone # - Ext.    
Fax  Primary-Email \*  Alternate E-mail

### Online Account Information

Login Name \*   
Password \*  Password is case sensitive and must be at least 8 characters long including: 1 upper case letter, 1 lower case letter, 1 number, and 1 special character.  
Re-type Password \*

[Reset](#)

[Register](#)

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### Guardianship Registration Information

For Guardian Only: List any former names \*

Were you appointed guardian before June 1, 2018? \*

Yes

No

Is this a temporary Guardianship? \*

Yes

No

Guardianship Type \*

Estate total liquid assets \*

County \*

Court Name \*

Guardian Type \*

Judge's Name \*

Additional Information

### Protected Person Information (Ward)

Last Name \*

First Name \*

DOB \*

Gender \*

Case Type \*

### Attorney Information

Last Name \*

First Name \*

Bar Number

Case # \*

Qualification Date

### Protected Person Contact Information (Ward)

Country \*

Address \*

Apt/Unit/etc.

City \*

State/Province \*

Zip \*

County

Primary Phone # - Ext

Alternate Phone # - Ext.

Fax

Primary-Email

Alternate E-mail

### Attorney Contact Information

Country

Address

Apt/Unit/etc.

City

State/Province

Zip

County

Primary Phone # - Ext

Alternate Phone # - Ext.

Fax

Primary-Email

Alternate E-mail

### Emergency Contact Information \*

Add

Please click 'Add' to add a new row.

Reset

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## New Guardianship Registration

Fields marked with asterisk (\*) are required.

Guardianship Information

Questions

Attestation

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### Questions

#	Question	Response
1	Have you ever been relieved of responsibilities as a guardian by a court, employer, or client for actions involving fraud, moral turpitude, misrepresentation, material omission, misappropriation, theft, assault, battery, abuse, neglect, breach of trust, breach of fiduciary duty or conversion? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input type="radio"/> No
2	Has your authority to be a guardian ever been terminated, vacated, or sanctioned in Texas or any other jurisdiction? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input type="radio"/> No
3	Have you ever been found civilly liable or settled a claim in an action, including but not limited to a surcharge action, involving allegations of fraud, misrepresentation, material omission, misappropriation, theft, assault, battery, abuse, neglect, breach of trust, breach of fiduciary duty or conversion on your part? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input type="radio"/> No

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Reset



# New Guardianship Registration

Fields marked with asterisk (\*) are required.

Guardianship Information

Questions

Attestation

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## Attestation

You must check the following:

- As part of the registration process, I understand and agree to the information below:
- Guardianships that existed before June 1, 2018 are not required to complete the guardianship training nor are they required to undergo a criminal history background check unless ordered to do so by the court.
  - There will be a check of my criminal history records. If the value of the liquid assets of the estate is \$50,000 or more, I will submit my fingerprints in accordance with directions from JBCC. It is my responsibility to timely initiate the criminal history background check. I will pay the cost of running the check on my fingerprints and the fee for criminal history reports. I must submit a copy of my fingerprinting receipt to the JBCC at [jbccguardianregistration@txcourts.gov](mailto:jbccguardianregistration@txcourts.gov). The JBCC is not notified when I am fingerprinted, so I will need to provide the receipt.
  - I must submit complete information on the registration form for JBCC to process my registration.
  - After completing and submitting the registration information, I must also complete the Guardian Training Module available on the guardianship registration page of the JBCC website.
  - If I am appointed and qualify as guardian, I have a continuing obligation to notify JBCC of any changes to registration information not later than 30 days after the change.
  - Submitting false information or omitting any required disclosures may result in the denial of my registration.
  - If I have any questions I submit them to [jbccguardianregistration@txcourts.gov](mailto:jbccguardianregistration@txcourts.gov).
  - The JBCC does not approve or deny registrations for appointment as guardian. The JBCC conveys information from this form, criminal history record data, and confirmation of guardian training to the court with jurisdiction over the guardianship. It is the court, not the JBCC, that decides whether to approve my registration for appointment as guardian.
- I declare under penalty of perjury that the information provided in this application is true and correct.

Name \*

Date \*

10/05/2018



Submit Application

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# Guardianship Registration- Training

- Once you enter the online registration information, complete the online guardianship training.
- A proposed guardian may not be appointed guardian unless the proposed guardian completes the training provided on the JBCC's website.
- Upon completion of the training, each proposed guardian will receive a certificate. "X" out of the last completion slide to download and print the certificate of completion.
- The JBCC will notify the court through the clerk when a proposed guardian has successfully completed the training requirement.
- The proposed guardian must complete the training no later than 10 days before the court's hearing to consider the proposed guardian's appointment.
- Use Google Chrome to complete the training.
  - The course will take approximately 1 hour.
  - Currently the training is only available in English. We are working on a Spanish version of the training.
- Provide your training certificate to the court.
- <https://guardianship-txcourts.talentlms.com/catalog/info/id:144>





Get this course

## Texas Guardianship Training

### Guardianship

#### Description

The components of this course will include:

1. Understanding Why Guardianship May be Necessary
2. Overview of Alternatives to Guardianship
3. Types of Guardianships
4. Procedures to Establish a Guardianship
5. Duties of the Guardian
6. Reporting Requirements of the Guardian
7. Modifying, Terminating, or Closing a Guardianship

\*Course will take approximately 1 hour

\*Use Google Chrome to complete training

#### How to Download Certificate

1. Upon completion, click the 'x' on the top right corner of the training. After doing so, you will be able to download a pdf file of the certificate.
2. After you print your training certificate, please provide to the certificate to the court.

This training was developed under grant number SJI-17-E-138 from the State Justice Institute. The points of view expressed are those of the Office of Court Administration and do not necessarily represent the official position or policies of the State Justice Institute.

#### Content

Guardianship Training

SECTION 1

#### Completion rules

- All units must be completed
- Leads to a certification with a duration: Forever

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Get this course

### Signup

First name  50

Last name  e.g. Doe

Email address  e.g. jdoe@example.com

---

Username  e.g. jdoe

Password

---

Are you taking this training to fulfill the requirement to become appointed?  Select an option...

Have you registered the guardianship with JBCC?  Select an option...

This training was developed under grant number SJI-17-E-138 from the State Justice Institute. The points of view expressed are those of the Office of Court Administration and do not necessarily represent the official position or policies of the State Justice Institute.

### Content

Guardianship Training

SECTION 1

### Completion rules

- All units must be completed
- Leads to a certification with a duration: Forever

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# Guardianship Training



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# Guardian Training-Victor



## Course Roadmap

- Understanding Why Guardianship May Be Necessary
- Overview of Alternatives to Guardianship
- Types of Guardianship
- Procedures to Establish a Guardianship
- Duties of the Guardian
- Reporting Requirements of the Guardian
- Modifying, Terminating, or Closing a Guardianship



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# Judicial Branch Certification Commission

This certification is awarded to

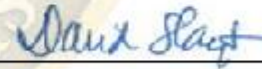
**Nitu Gill**

For successfully completing the course

**Texas Guardianship Training**

04/09/2018

Issued Date



David Slayton, Administrative Director



TEXAS OFFICE OF COURT ADMINISTRATION

GUARDIANSHIP TRAINING

OFFICE *of* COURT ADMINISTRATION



# Guardianship Registration- Criminal History

- All proposed guardians **other than attorneys, certified guardians or corporate fiduciaries** are subject to a criminal history background check. If the value of the liquid assets of the proposed ward's estate is \$50,000 or less, the JBCC will initiate and conduct a name and date of birth criminal history search based on the information provided in the guardianship registration information. The JBCC will send the results to the probate clerk.

**If the value of the liquid assets of the proposed ward's estate exceeds \$50,000, a digital fingerprint background check must be completed.** Once the guardianship registration information is received, the JBCC will send an email to the proposed guardian with service code and instructions for the proposed guardian to obtain digital fingerprints through Texas Department of Public Safety (DPS). After receiving the email and instructions the proposed guardian will schedule an appointment to have the digital fingerprints taken with DPS. The JBCC will send the results of the DPS digital fingerprint search to the probate clerk.

- **If an applicant is from out-of-state or out-of-country, a digital fingerprint background check must be completed** regardless of the ward's estate value.
- The background check must be delivered to the court at least 10 days before the hearing on the application for guardianship – please allow sufficient time for processing before the hearing date (it could take up to two weeks).
- Please be aware that we must have a registration form from you before we can provide the instructions, service code and disclosure language that is required to make your fingerprinting appointment.
- Please do not rely on information or forms that you receive from a source other than the JBCC and its staff. Doing so may result in your having to be re-fingerprinted, and thus delays in processing your registration.
- Attorneys, certified guardians, and corporate fiduciaries are not required to have a criminal history background check conducted.



# JBCC Guardianship Registration

Judicial Branch Certification Commission (JBCC)  
Mailing Address  
Attn: Guardianship Registration  
PO Box 12066  
Austin, TX 78711-2066

Guardianship Registration Phone  
Main:512-463-1656  
Fax:512-463-1117  
Email  
[jbccguardianregistration@txcourts.gov](mailto:jbccguardianregistration@txcourts.gov)

[jbccguardianregistration@txcourts.gov](mailto:jbccguardianregistration@txcourts.gov)

<https://jbcctexas.txcourts.gov/DefaultTexas.aspx>

