

HOW TO  
REGISTER FOR  
THE *GUARDIAN*  
*CERTIFICATION*  
*EXAM* WITH THE  
JBCC



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- ❑ Online System overview (*what you can do in the system*)
- ❑ Information from the Guardian Certification Website
- ❑ Paperwork Required Prior to Registering for the Exam
- ❑ How to Register for the Guardian Certification Exam (*step-by-step*)
- ❑ Contact Information for the Guardian Certification Department



# THINGS YOU CAN DO IN THE ONLINE SYSTEM

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- Submit your Application for Exam Registration.
- Submit payments for any required fees.
- Check the status of your application.
- Track the progress of your application.
- Upload documentation to your application.
- Withdraw your application (prior to submission).
  - Staff must withdraw if you've already submitted it to us.
- Update your name.
- Update your contact information.
- Print payment receipts.
- Print your application (i.e., application summary)
- Confirm documentation uploaded to your application.
- Obtain your Login Name.
- Reset your forgotten password.



# INFORMATION FROM GUARDIAN CERTIFICATION WEBSITE

- Exam Dates & Deadlines are on the [Exam page](#).
- Applications are not accepted after established deadlines.
- Exam registration applications will not be accepted if the applicant has not submitted all required paperwork and fees prior to registering for the exam.
- Exam slots are assigned by JBCC staff on a first come, first serve basis.
- Requests for specific dates and times cannot be accommodated.
- Applicants are solely responsible for ensuring they know all information required to take the exam, by ensuring to utilize all resources available. This includes, but is not limited to, our website, slideshows, rules, and communications from staff.
- All paperwork and fees must be submitted online.
- ADA Accommodations must be submitted to the licensing specialist via email no less than 21 days in advance of the exam date.
- Written notice must be submitted to the licensing specialist no less than 10 days prior to the exam date, along with supporting documentation of inability to test due to an emergency.
  - Exam fees will not be refunded if notice is not submitted timely.
  - Fees cannot be carried forward to future exams.
- Official results will be provided within 30 days of the exam date. You may begin providing guardian services at this time.
  - Certification cards will be issued no later than 30 days after official results are issued.
- Applicants that violate exam security protocols will be disqualified and cannot test again until 2 years from their disqualification date.



PAPERWORK  
REQUIRED  
PRIOR TO  
REGISTERING  
FOR THE EXAM



# REQUIREMENTS TO TAKE GUARDIAN EXAM

- Requirements for First-time Applicants.

Step One:

- Submit the *Application for Certification* and the application fee.
- Upload a copy of your Guardianship Graining Module course completion certificate to your online application.
- Upload a copy of your fingerprinting receipt to your online application.
- Upload any additional supporting documentation that is necessary.

Step Two:

- Submit the Exam Registration Form.
- Pay the Exam fee.

- Requirements for those re-testing.

- Submit the Exam Registration Form
- Pay the Exam fee.



# HOW TO ACCESS THE ONLINE SYSTEM



# GO TO THE GUARDIAN CERTIFICATION DEPARTMENT'S HOME PAGE

***NOTE:** YOU'LL SEE THE GUIDE TO USING THE ONLINE SYSTEM (PDF), AND OTHER SLIDE SHOWS AS WELL.*

***CLICK ON THE BIG, RED BUTTON TO ACCESS THE JBCC CERTIFICATION, REGISTRATION & LICENSING SYSTEM***

## **JBCC Online Certification, Registration & Licensing System**

### **Important:**






If you get a message saying your data already exists in the online system, **do not create another profile**. If you do not recall your login credentials, please do one of the following:

1. Click the **"Forgot Login/Password"** link and follow the instructions accordingly, or
2. Contact us at [guardians@txcourts.gov](mailto:guardians@txcourts.gov) so a licensing specialist can assist you.

**ACCESS THE JBCC  
CERTIFICATION,  
REGISTRATION &  
LICENSING SYSTEM**

**← Click Here**

### **Online System Resources**

- [Guide to Using the Online System \(pdf\)](#) 
- [Watch How to Apply for Initial Guardianship Certification \(pdf\)](#) 
- [Watch How to Register for the Guardianship Certification Exam \(pdf\)](#) 
- [Watch How to Apply for Renewal- Slideshow \(pdf\)](#) 
- [Watch How to Apply for CE Approval Online-Slideshow \(pdf\)](#) 





IN THE SYSTEM, **CLICK THE GUARDIANS TAB.**



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



**Online Certification and Licensing System**

**Guardians**Court ReportersProcess ServersCourt Interpreters

#### USER LOGIN

Login Name

Password

[Forgot Login/Password](#) **Login**

Password is case sensitive.

### Mandatory Guardianship Registration

Who Should Register?

- Court-Appointed Family Member/Friend Guardian
- Proposed Guardian Seeking Appointment
- Attorney Representing a Guardian
- There is not a fee for Guardianship Registration. If you are asked to pay a fee, please be advised that is not the correct application and you must withdraw it.

**Register a Guardianship: [click here.](#)**

### Professional Certified Guardians

Become a Certified Guardian: [click here.](#)

### Current JBCC Certified Guardians

Create a profile and user login: [click here.](#)

### Guardianship Program

Register a Guardianship Program: [click here.](#)


### Continuing Education Course Provider

Request course approval: [click here.](#)

We accept:    



IN THE USER LOGIN SECTION, ENTER YOUR LOGIN NAME AND PASSWORD, THEN **CLICK LOGIN**.

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

**Online Certification and Licensing System**

**Guardians** Court Reporters Process Servers Court Interpreters

**USER LOGIN**

Login Name

Password

[Forgot Login/Password](#) **Login** ← Click Here

Password is case sensitive.

**Mandatory Guardianship Registration**

Who Should Register?

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**Register a Guardianship: [click here.](#)**

**Professional Certified Guardians**

Become a Certified Guardian: [click here.](#)

**Current JBCC Certified Guardians**

Create a profile and user login: [click here.](#)

**Guardianship Program**

Register a Guardianship Program: [click here.](#)

**Continuing Education Course Provider**

Request course approval: [click here.](#)

We accept:    

**SITE LINKS**

To Search for Certified Guardians or Guardianship Programs: [Click Here](#)

To search for an approved Continuing Education Course for Guardian: [Click Here](#)

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



CLICK **APPLY FOR EXAM** ON THE WHAT DO YOU WANT TO DO MENU

**Contact Information**

Name: LOGAN WOLVERINE  
123 XAVIER COVE,  
SAN ANTONIO, TX 78232  
Phone #: 210-555-5555  
Email: [GUARDIANS@TXCOURTS.GOV](mailto:GUARDIANS@TXCOURTS.GOV)

**WHAT DO YOU WANT TO DO?**

View Pending Online Application(s)

Renew

Apply for Exam ← Click Here

New Guardianship Registration

Print Receipt

Apply for New Certification

General Fee Remittance

Pay Invoice(s)

CE Approval Request

Track CE

Change Name

Change Password

Existing Guardianship(s)

Update Profile



ON THE APPLICATION TYPE PAGE, SELECT THE EXAM YOU ARE REGISTERING FOR, THEN **CLICK NEXT**.

**Preliminary Step**

Fields marked with asterisk (\*) are required.

**Application Type \***

Which application would you like to apply for?

Exam Registration Request for Guardian

**Reset**      **Next** ← **Click Here**



# PERSONAL INFORMATION TAB

For **Fee Waiver Criteria**, select:

- \* Military Applicant, or
- \* Not Applicable (*if you're not an eligible military applicant*).

[Fee Waiver Requirements for Military Applicants. \(You must meet 1 of the 2 below\):](#)

1. Hold a current guardian certification issue by another state with requirements substantially equivalent to Texas, or
2. Held a TX guardian certification within 5 years preceding the date of your application.

**Click Next**

### Exam Registration Request for Guardian

Fields marked with asterisk (\*) are required

Personal Information — Address Information — Additional Information — Questions — Attestation

Please review information for accuracy. << Back Next >>

#### Personal Information

Must provide full legal name stated on your government issued identification card or driver's license. Preferred or Nicknames are not permissible.

Last Name *	<input type="text" value="WOLVERINE"/>	First Name *	<input type="text" value="LOGAN"/>	Middle Name	<input type="text"/>
Suffix (Jr, Sr, I, II, etc.)	<input type="text"/>				
DOB *	<input type="text" value="01/01/1970"/>				
Gender	<input type="text" value=""/>				
Fee Waiver Criteria *	<input type="text" value="Not Applicable"/>				

Reset << Back Next >> **← Click Here**



Address Information tab: Complete all fields with a red asterisk(\*), then click **Next**.

### Exam Registration Request for Guardian

Fields marked with asterisk (\*) are required.

Personal Information — Address Information — Additional Information — Questions — Attestation

Please review Address Information for accuracy.

<< Back Next >>

#### Mailing Address

Country *	<input type="text" value="United States"/>				
Address *	<input type="text" value="123 XAVIER COVE"/>			Apt/Unit/etc.	<input type="text"/>
City *	<input type="text" value="NEW YORK"/>	State/Province *	<input type="text" value="NEW YORK"/>	Zip *	<input type="text" value="78232"/>
County	<input type="text" value="Out of State"/>	Primary Phone # - Ext *	<input type="text" value="210-555-5555"/>	Alternate Phone # - Ext	<input type="text"/>
Fax	<input type="text"/>	Primary E-mail *	<input type="text" value="GUARDIANS@TXCOURT!"/>	Alternate E-mail	<input type="text"/>

**Reset**<< Back Next >> ← Click Here



ADDITIONAL INFORMATION TAB. ENTER THE **EXAMINATION REQUESTED DATE** (I.E., THE DATE LISTED ON OUR WEBSITE). SELECT YOUR REASON FOR TESTING: INITIAL CERTIFICATION OR ENDORSEMENT. **CLICK NEXT**.

**Exam Registration Request for Guardian**


Fields marked with asterisk (\*) are required.

Personal Information — Address Information — **Additional Information** — Questions — Attestation

<< Back    Next >>

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**Exam Additional Information**

Examination Requested Date \*([Click here](#) to view the available exam date)  

What is the reason for your testing? \*  

<< Back    Next >> **← Click Here**





# QUESTIONS TAB. ANSWER EACH QUESTION ON THIS PAGE.

**Exam Registration Request for Guardian**

Fields marked with asterisk (\*) are required.

Personal Information — Address Information — Additional Information — **Questions** — Attestation

[<< Back](#)   [Next >>](#)

**Questions**

#	Question	Response
1	Do you currently have a provisional certification?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	Have you tested before for Guardian Exam? If yes, please provide Date(s) Previously Tested.*	<input type="radio"/> Yes <input checked="" type="radio"/> No

[<< Back](#)   [Next >>](#)   **← Click Here**

[Reset](#)





ATTESTATION TAB. CHECK THE DESIGNATED BOX. ENTER YOUR NAME (I.E., THE APPLICANT'S NAME). PRESS TAB ON YOUR KEYBOARD TO TAB OVER AND ENTER THE DATE, THEN PRESS TAB ON YOUR KEYBOARD AGAIN TO TAB OVER TO THE SUBMIT APPLICATION BUTTON AND PRESS ENTER ON YOUR KEYBOARD TO CLICK ON IT.

**Exam Registration Request for Guardian**

Fields marked with asterisk (\*) are required


Personal Information — Address Information — Additional Information — Questions — **Attestation**

[<< Back](#)

**Attestation**

You must check the following:

I declare under penalty of perjury that the information provided in this application is true and correct.

Applicant's Name \*  Date \*  

**Submit Application** [← Click Here](#) [<< Back](#)



CLICK ON THE **PAY NOW** BUTTON TO BE TAKEN TO THE PAYMENT PORTAL.

### Fee Detail

To complete the online application process, you must pay any required fees. If you press 'Submit' and skip payment of fees, your application will not be received by the JBCC until the fees are paid online. You cannot apply online and pay by mail.

#### Fee Details

Exam Enrollment Fee	\$175.00
<b>Texas.gov Price*</b>	<b>\$179.19</b>

\* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Do NOT push the "Pay Now" button more than once.  
Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application".  
Failure to comply with these instructions may result in multiple charges.

[Edit Application](#)

[Pay Now](#)

[← Click Here](#)



ENTER YOUR NAME AND THE BILLING ADDRESS CURRENTLY ON FILE WITH THE CREDIT CARD COMPANY OF THE CARDHOLDER. CLICK **NEXT**. **FYI**: IF THE INFORMATION DOES NOT MATCH, THE PAYMENT WILL NOT GO THROUGH, AND YOU WON'T BE ABLE TO SUBMIT YOUR APPLICATION.

1 Payment Type > 2 Customer Info > 3 Payment Information > 4 Submit Payment

### Payment

Payment Type ✓

**Credit/Debit Card**

#### Customer Information

Complete all required fields [ \* ]

Country \*  
United States

First Name \* Logan      Last Name \* Wolverine

Address \*

New York      NY - New York

ZIP/Postal Code \*  
78232

Phone Number \*  
2105555555

Email \* ?  
GUARDIANS@TXCOURTS.GOV

Receipt Email Addresses ?

✓

✓

✓

**Transaction Summary**

Fee(Exam Registration Request for Guardian) \$179.19

**Texas.gov Price** 💰 \$179.19

#### Need Help?

Please complete the Customer Information Section

Next > **← Click Here**

Payment Information



# ENTER THE NAME AND CREDIT CARD INFORMATION OF THE CARDHOLDER. **CLICK NEXT**.

1 Payment Type   2 Customer Info   3 Payment Information   4 Submit Payment

## Payment

Payment Type ✓

**Credit/Debit Card**

Customer Information ✓

[Edit](#)

<b>Address</b> Logan Wolverine 123 Xavier Cove New York, NY 78232	<b>Phone Number</b> 2105555555
<b>Country</b> United States	<b>Email Address</b> GUARDIANS@TXCOURTS.GOV
<b>Receipt Email Addresses</b>	

Payment Information ✓

Credit Card Number \*

Credit Card Type

Expiration Month \*

Expiration Year \*

Security Code \*

Name on Credit Card \*

Payment Address is the same as Customer Information \*

[Next >](#) **← Click Here**

### Transaction Summary

Fee(Exam Registration Request for Guardian) \$179.19

**Texas.gov Price \$179.19**

### Need Help?

Please enter the address currently on file with your credit card company below



CHECK THE I'M NOT A ROBOT BOX, FOLLOW ANY INSTRUCTIONS THAT POP UP, THEN CLICK **SUBMIT PAYMENT**.

1 Payment Type   2 Customer Info   3 Payment Information   4 Submit Payment

### Payment

Payment Type ✓

**Credit/Debit Card**

Customer Information ✓ [Edit](#)

**Address**  
Logan Wolverine  
123 Xavier Cove  
New York, NY 78232

**Phone Number**  
2105555555

**Country**  
United States

**Email Address**  
GUARDIANS@TXCOURTS.GOV

**Receipt Email Addresses**

Payment Information ✓

Logan Wolverine 2105555555  
123 Xavier Cove  
New York, NY 78232

**Country**  
United States

**Email Address**  
GUARDIANS@TXCOURTS.GOV


**Receipt Email Addresses**

Payment Information ✓ [Edit](#)

**Credit Card**  
Visa \*\*\*\*6781  
Exp. 04/2029

**Name on Credit Card**  
Logan Wolverine

Verification

I'm not a robot  [Privacy](#) [Terms](#) ← **Click Here**

[Cancel](#) [Submit Payment](#) ← **Click Here**

### Transaction Summary

Fee(Exam Registration Request for Guardian) \$179.19

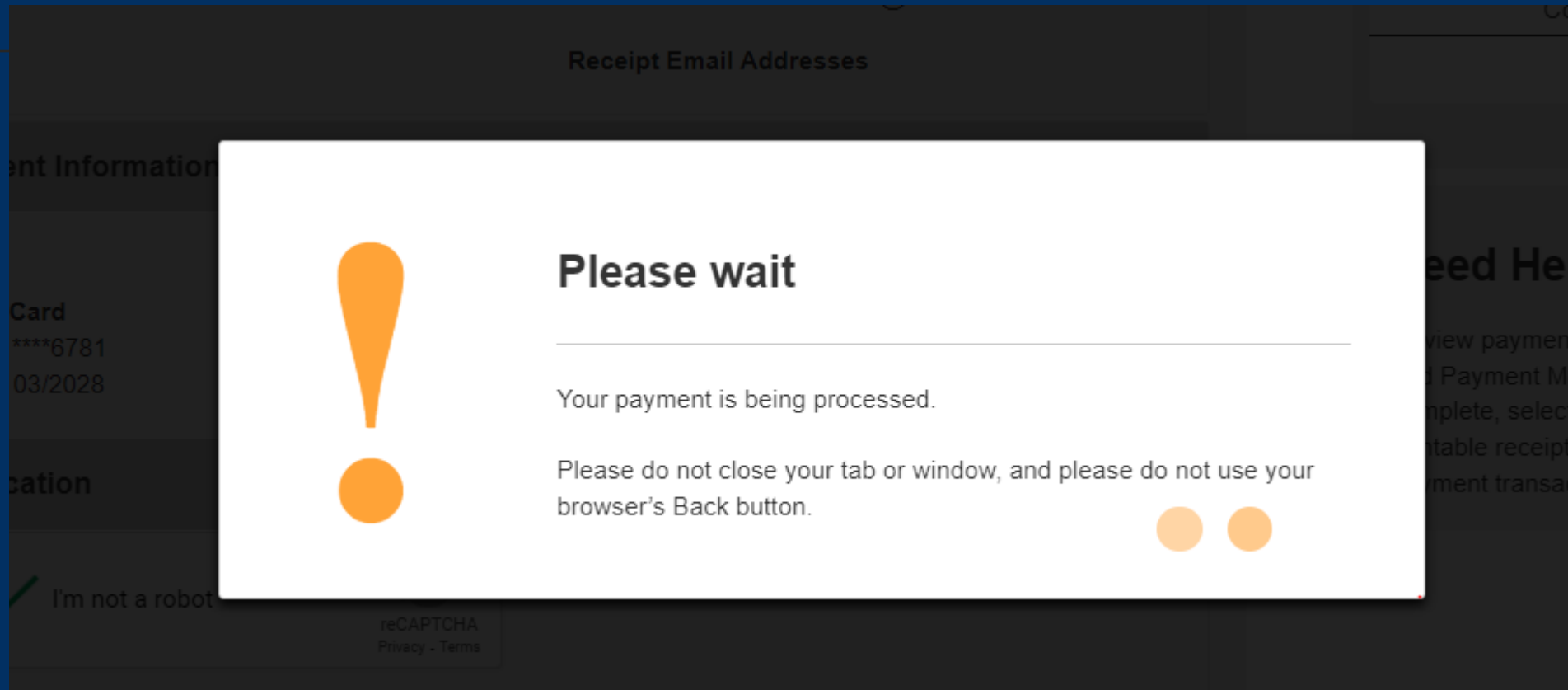
**Texas.gov Price** \$179.19

### Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.



YOU'LL SEE THE MESSAGE BELOW AS YOUR PAYMENT IS BEING PROCESSED.



The image shows a dark-themed web interface with a white modal box in the center. The modal contains an orange exclamation mark icon on the left. To the right of the icon, the text reads: "Please wait", followed by a horizontal line, "Your payment is being processed.", and "Please do not close your tab or window, and please do not use your browser's Back button." At the bottom right of the modal, there are two orange circles. In the background, partially obscured, are sections for "Receipt Email Addresses", "Card" information (including "\*\*\*\*6781" and "03/2028"), and a reCAPTCHA "I'm not a robot" checkbox.



AFTER YOUR PAYMENT IS PROCESSED, YOU'LL BE TAKEN TO THE **CONFIRMATION** PAGE OF YOUR APPLICATION. FROM HERE YOU SHOULD **PRINT YOUR PAYMENT RECEIPT AND APPLICATION SUMMARY** FOR YOUR RECORDS, THEN **CLICK RETURN TO HOME**.

**Exam Registration Request for Guardian Submitted**

**Confirmation**

**YOUR APPLICATION HAS BEEN SUBMITTED. YOU WILL RECEIVE AN AUTOMATED EMAIL WHEN YOUR APPLICATION HAS BEEN APPROVED.**

Thank you for using our online services. Your **Exam Registration Request for Guardian** has been submitted. Your online transaction number is **266426** . Use this transaction number for any future communication with us. We will review your application and if we need any additional information; we will contact you.

To View/Print payment receipt: [Click Here](#)

To View/Print application summary: [Click Here](#)

**Checklist**

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Additional Supporting Documents. (Optional)	<a href="#">Documents (0)</a>	N/A

[Click Here →](#) [Return to Home](#) [Logout](#)



**CLICK VIEW PENDING ONLINE APPLICATION(S)** ON YOUR HOME PAGE MENU. YOU'LL BE ABLE TO SEE THE APPLICATION YOU JUST SUBMITTED. **THIS IS HOW YOU CONFIRM RECEIPT. THIS IS WHERE YOU'LL BE ABLE TO TRACK THE APPLICATION STATUS.** IN THE **CURRENT STEP** COLUMN, THE STATUS **REVIEW BY STATE** WILL BE REFLECTED. **APPLICATIONS REMAIN PENDING UNTIL THE APPLICATION IS APPROVED.** WHEN THE APPLICATION IS PROCESSED, YOU'LL BE SENT AN AUTOMATED EMAIL CONFIRMATION ADVISING YOU THE APPLICATION HAS BEEN RECEIVED, AND WHEN IT'S APPROVED, THE APPLICATION WILL NO LONGER SHOW UP ON THIS PAGE ONCE PROCESSED. **CHECK YOUR INBOX (AND SPAM FOLDER) FOR AUTOMATED EMAIL CORRESPONDENCE.**

**Contact Information**  
 Name: LOGAN WOLVERINE  
 123 XAVIER COVE,  
 NEW YORK, NY 78232  
 Phone #: 210-555-5555  
 Email: [GUARDIANS@TXCOURTS.GOV](mailto:GUARDIANS@TXCOURTS.GOV)

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**WHAT DO YOU WANT TO DO?**

- View Pending Online Application(s)** ← Click Here
- Renew
- Apply for Exam
- New Guardianship Registration
- Print Receipt
- Apply for New Certification
- General Fee Remittance
- Pay Invoice(s)
- CE Approval Request
- Track CE
- Change Name
- Change Password
- Existing Guardianship(s)
- Update Profile

[Return To Home](#)

**Pending / Incomplete Online Application(s)**

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Exam Registration Request for Guardian	Online	266426	06/27/2024	Review by State	<a href="#">Application Summary</a>	<a href="#">View Details</a>	<a href="#">Withdraw</a>	Received by State
Application for New Guardian Certification (First Time Applicant)	Online	266425	06/27/2024	Review by State	<a href="#">Application Summary</a>	<a href="#">View Details</a>	<a href="#">Withdraw</a>	Received by State





ON THE **VIEW PENDING ONLINE APPLICATION(S)** PAGE, YOU CAN SEE YOUR APPLICATION'S STATUS, AS WELL AS TRACK ITS PROGRESS FROM START TO FINISH.

THE APPLICATION STATUS WILL CHANGE AS YOUR APPLICATION GOES THROUGH THE REVIEW PROCESS. SIMPLY **HOVER YOUR MOUSE OVER THE STATUS TO SEE DESCRIPTIVE TEXT WHICH TELLS YOU WHAT THE STATUS MEANS**, AS SHOWN IN THE SCREENSHOT BELOW WHEN THE MOUSE WAS HOVERED OVER THE RECEIVED BY STATE STATUS.

The screenshot shows a web interface for managing applications. At the top, there is a header 'Pending / Incomplete Online Application(s)' and a 'Return To Home' link. Below this is a table with the following columns: Application Type, Mode, Transaction #, Date, Current Step, Application Summary, View Details, Action, and Application Status. The 'Application Status' column is highlighted with a red box. A tooltip is shown over the 'Received by State' status in the first row, with a green border, containing the text: 'Your application has been received and is pending review by'. The footer of the page reads: 'Althert Licensing System Version 11.3.14.05 Dated: May 15, 2024 | Copyright © 2024 Althert, Inc.'

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Exam Registration Request for Guardian	Online	266426	06/27/2024	Review by State	<a href="#">Application Summary</a>	<a href="#">View Details</a>	<a href="#">Withdraw</a>	Received by State
Application for New Guardian Certification (First Time Applicant)	Online	266425	06/27/2024	Review by State	<a href="#">Application Summary</a>	<a href="#">View Details</a>	<a href="#">Withdraw</a>	Received by State



ON THIS PAGE, CLICK RETURN TO HOME.

**Pending / Incomplete Online Application(s)**

[Return To Home](#)

**Pending / Incomplete Online Application(s)**

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Exam Registration Request for Guardian	Online	266426	06/27/2024	Review by State	<a href="#">Application Summary</a>	<a href="#">View Details</a>	<a href="#">Withdraw</a>	Received by State
Application for New Guardian Certification (First Time Applicant)	Online	266425	06/27/2024	Review by State	<a href="#">Application Summary</a>	<a href="#">View Details</a>	<a href="#">Withdraw</a>	Received by State

← Click Here





GUARDIAN  
CERTIFICATION  
DEPARTMENT'S  
INFORMATION

**Email:**

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

**Phone:**

512-475-4368, Ext. 5

**Website:**

<https://www.txcourts.gov/jbcc/guardianship-certification/>