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

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THINGS YOU CAN DO IN THE ONLINE SYSTEM

- 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.

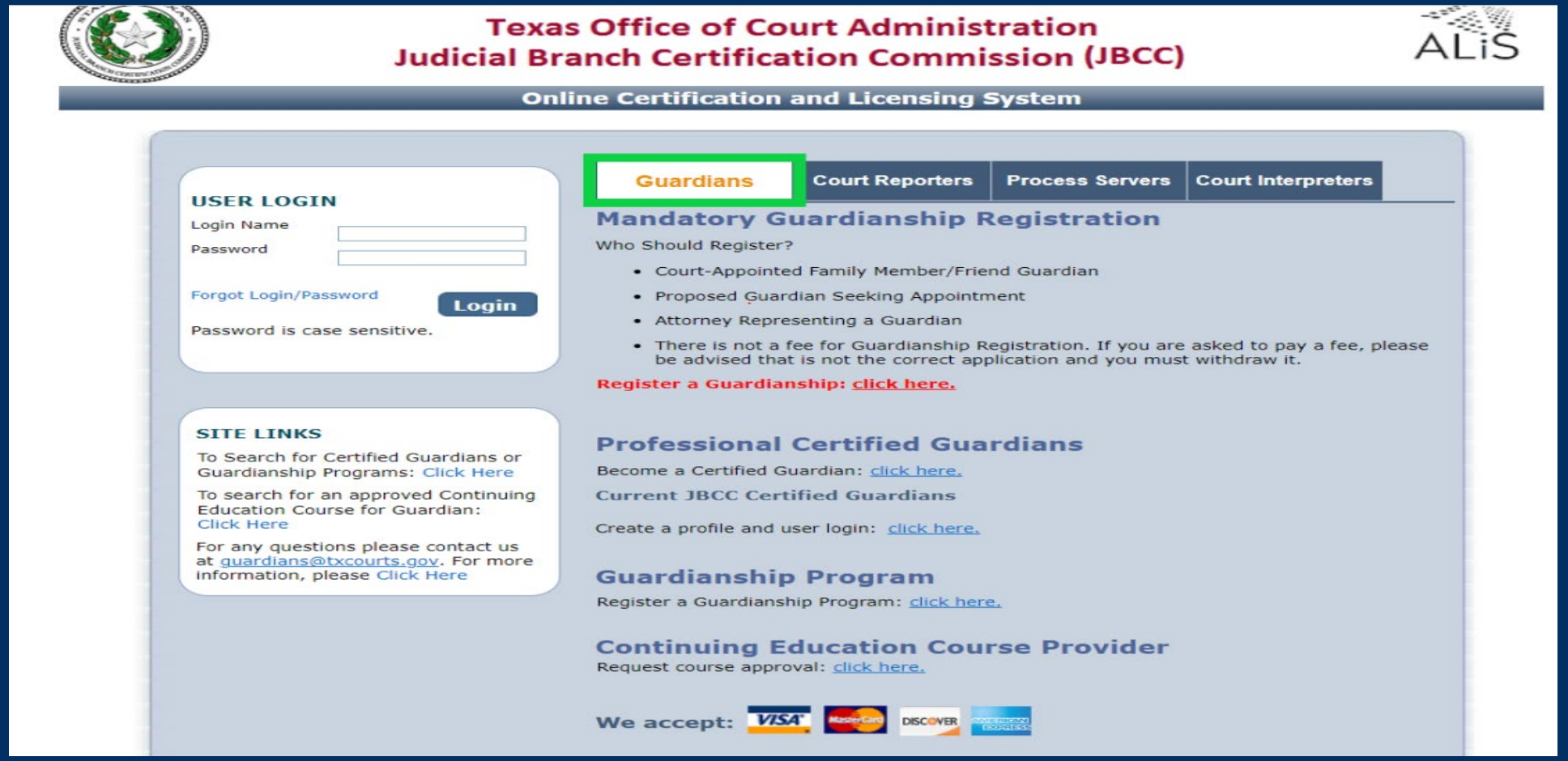
HOW TO ACCESS THE ONLINE SYSTEM

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*

IN THE SYSTEM, CLICK THE GUARDIANS TAB.



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

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

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

PERSONAL INFORMATION TAB

For **Fee Waiver Criteria**, select:

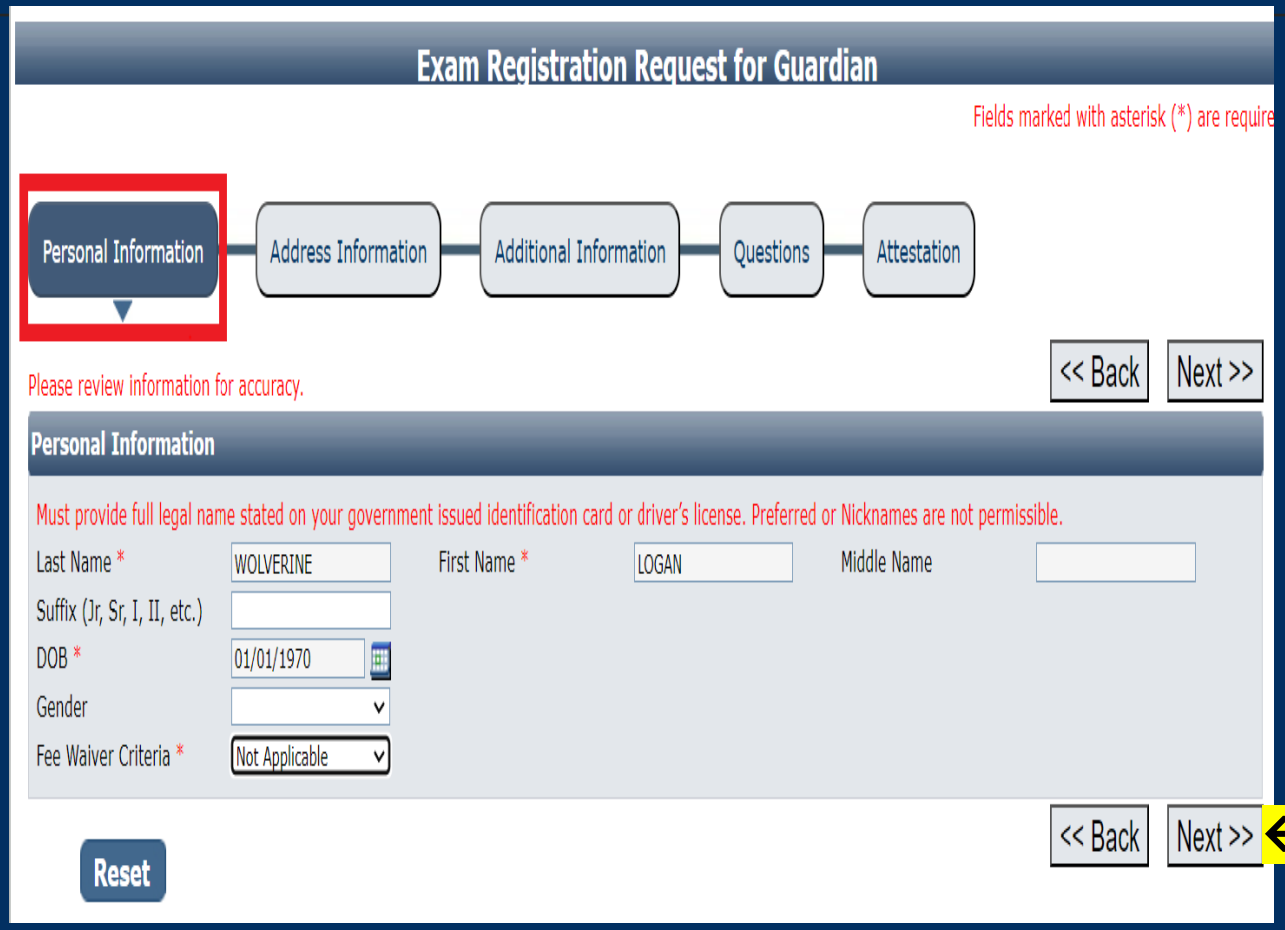
* Military Applicant, or
* Not Applicable *(if you're not an eligible military applicant).*

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

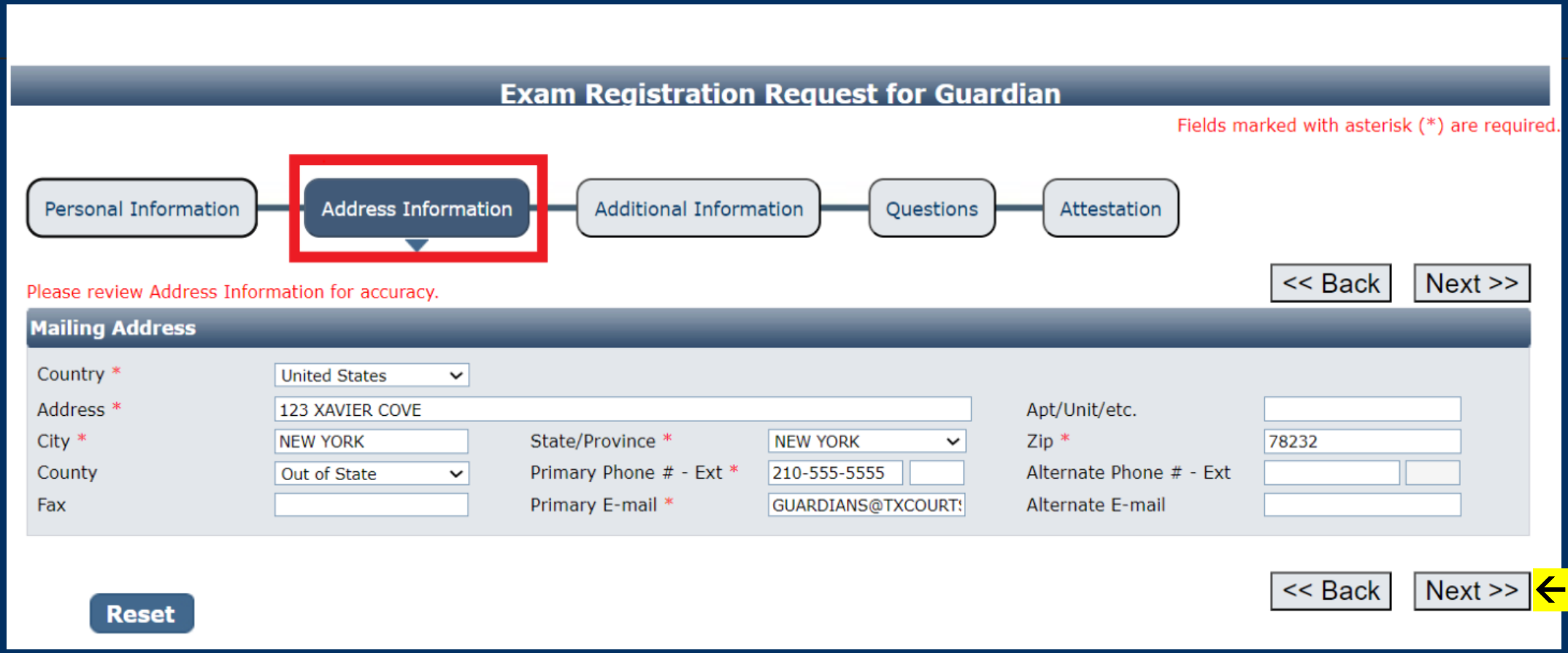
2. Held a TX guardian certification within 5 years preceding the date of your application.

Click Next

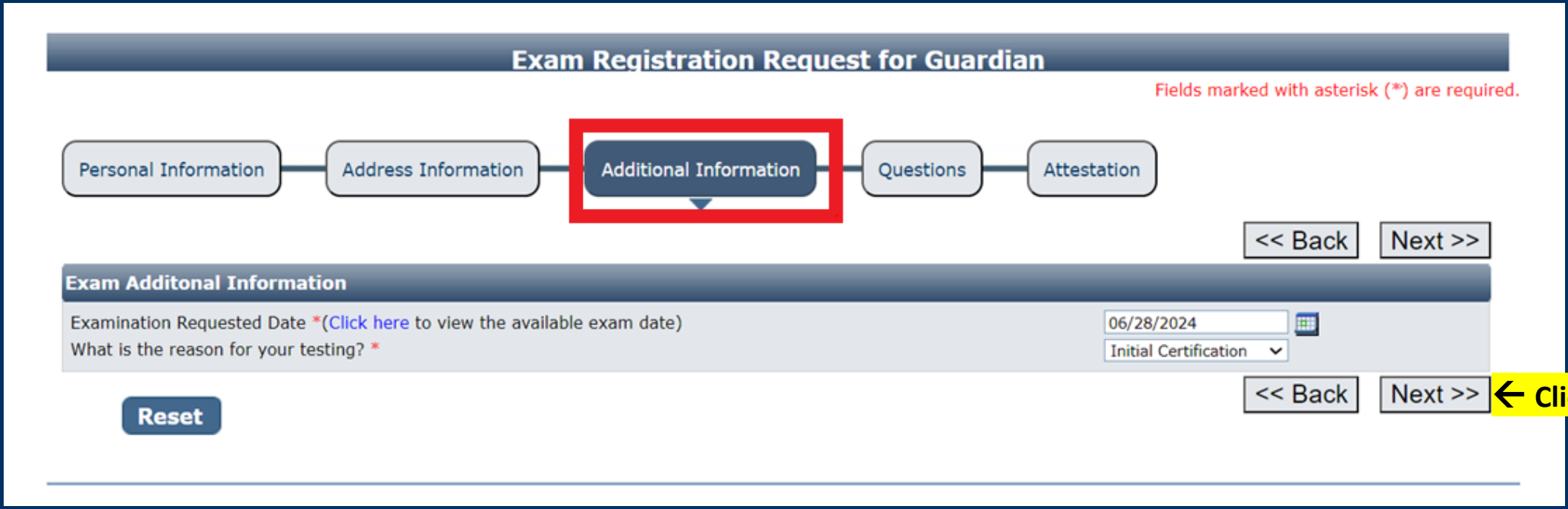


← Click Here

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



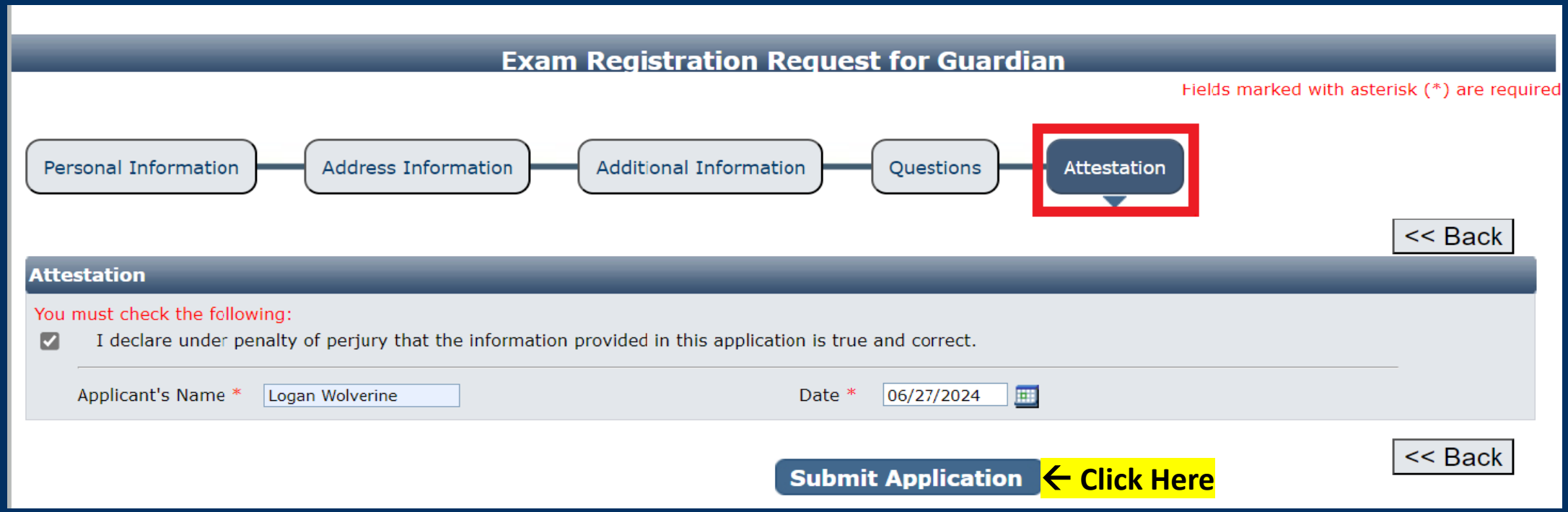
ADDITIONAL INFORMATION TAB. ENTER THE **EXAMINATION REQUESTED DATE** (I.E., THE DATE LISTED ON OUR WEBSITE). SELECT YOUR REASON FOR TESTING: **INITIAL CERTIFICATION** OR **ENDORSEMENT**. CLICK NEXT.



QUESTIONS TAB. ANSWER EACH QUESTION ON THIS PAGE.

← Click Here

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.



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

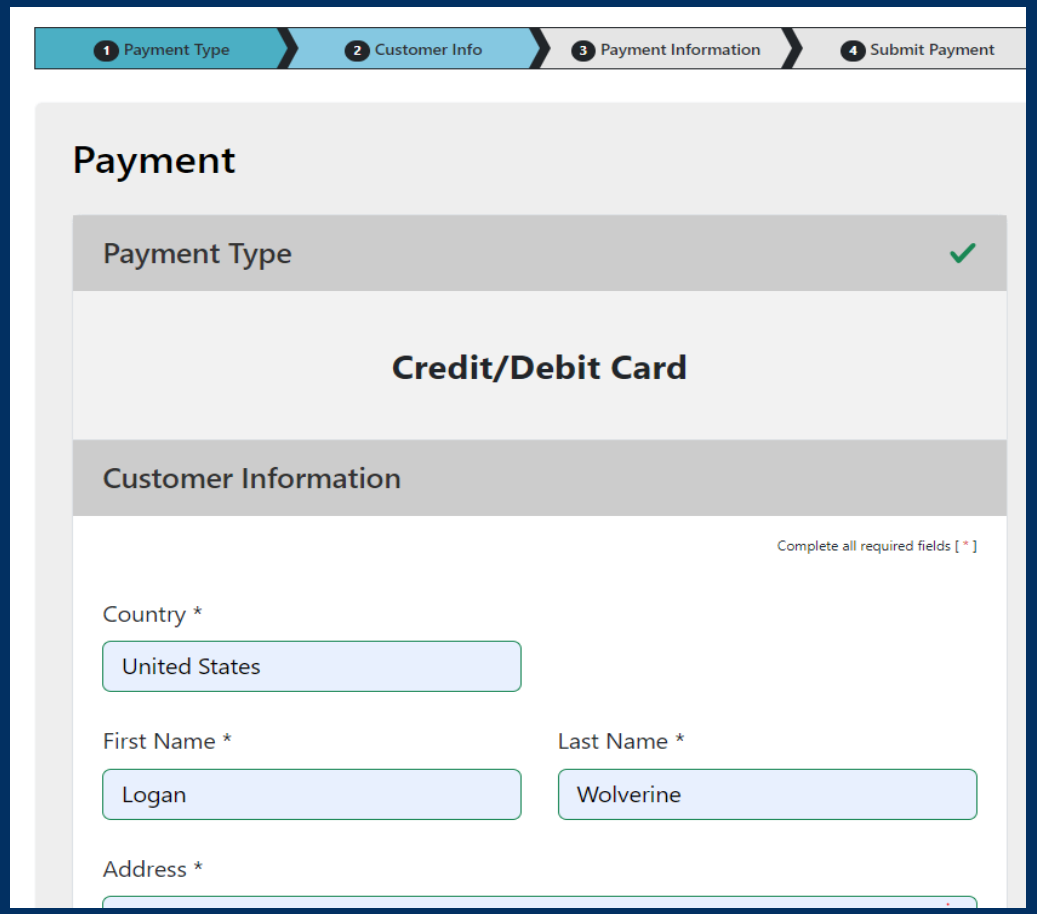
Exam Enrollment Fee	$175.00
Texas.gov Price*	**$179.19**

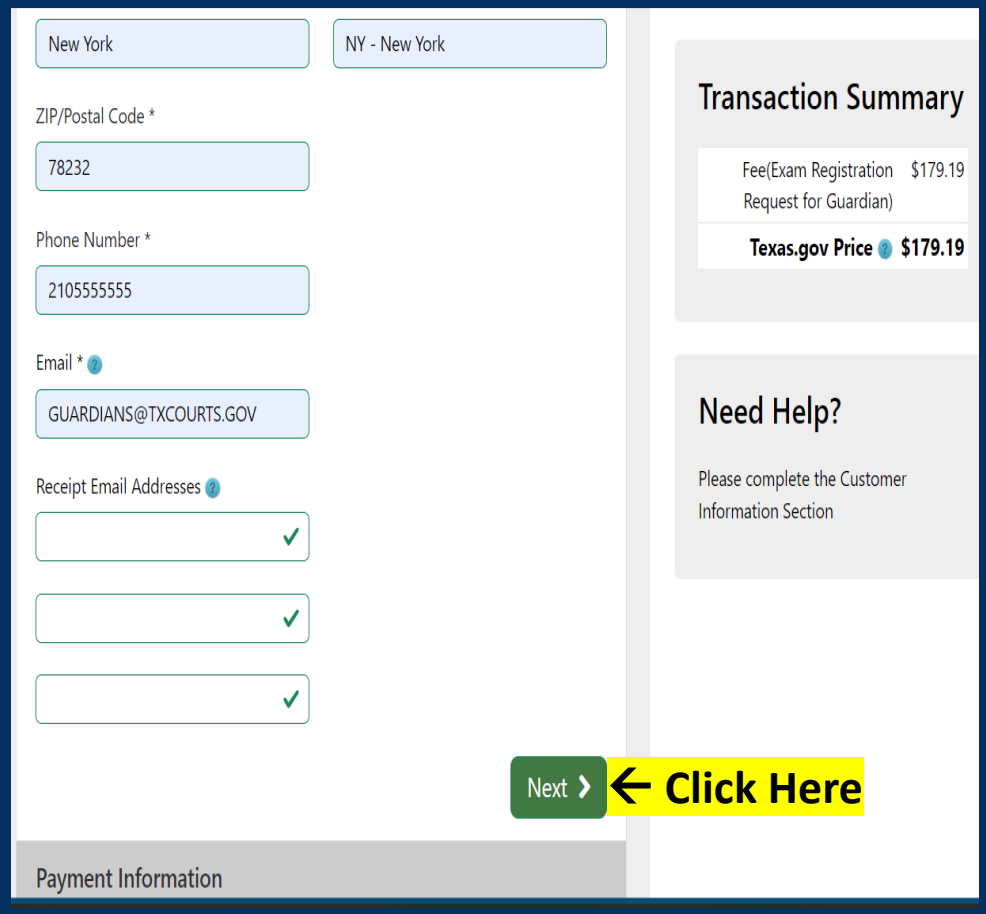
* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

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.

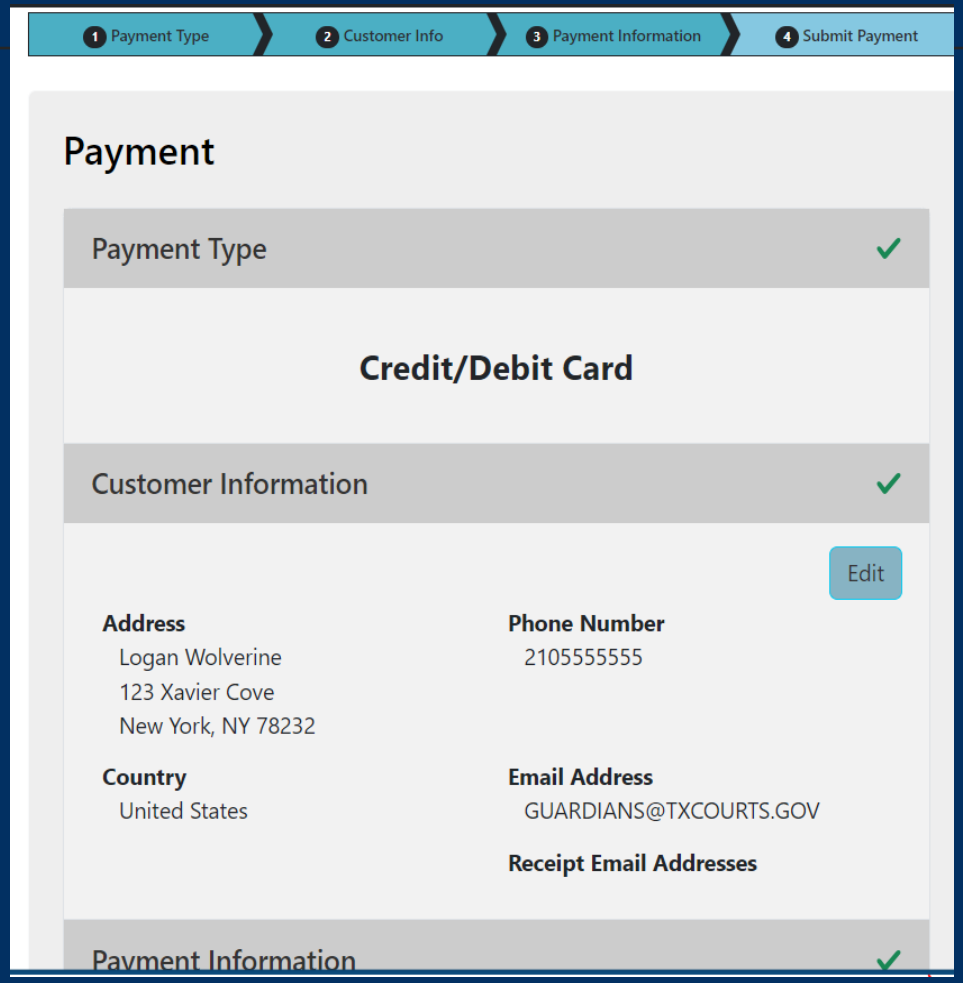
Edit Application Pay Now ← Click Here

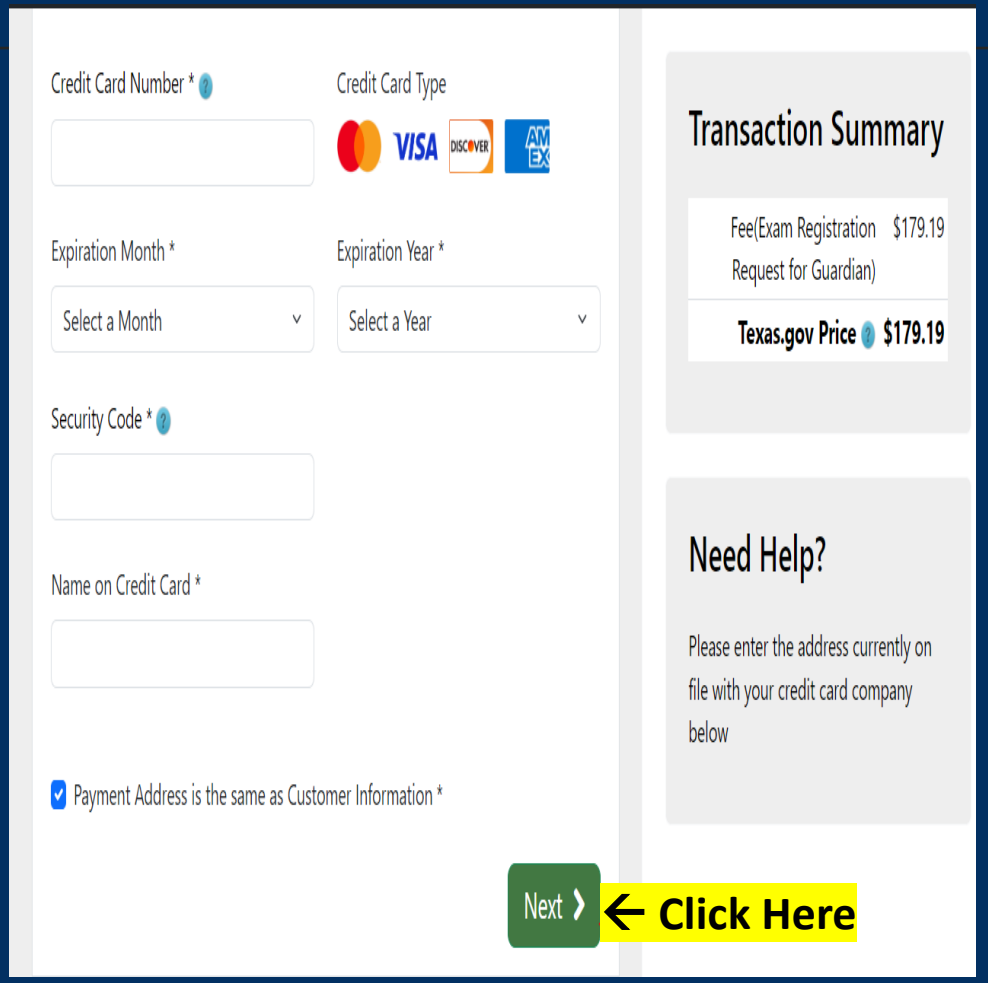
ENTER YOUR NAME AND THE BILLING ADDRESS CURRENTLY ON FILE WITH THE CREDIT CARD COMPANY OF THE CARDHOLDER. CLICK **NEXT**. **FYI:** IF THE INFORMATION DOES NOT MATCH, THE PAYMENT WILL NOT GO THROUGH, AND YOU WON'T BE ABLE TO SUBMIT YOUR APPLICATION.



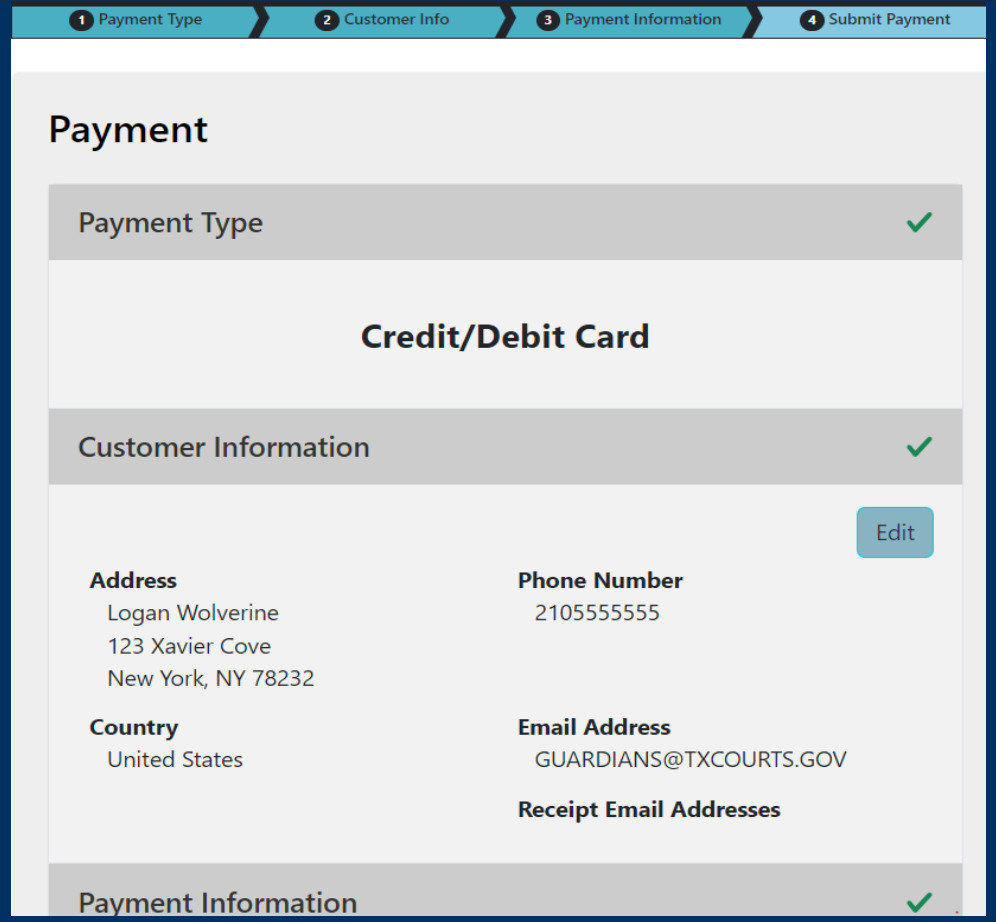


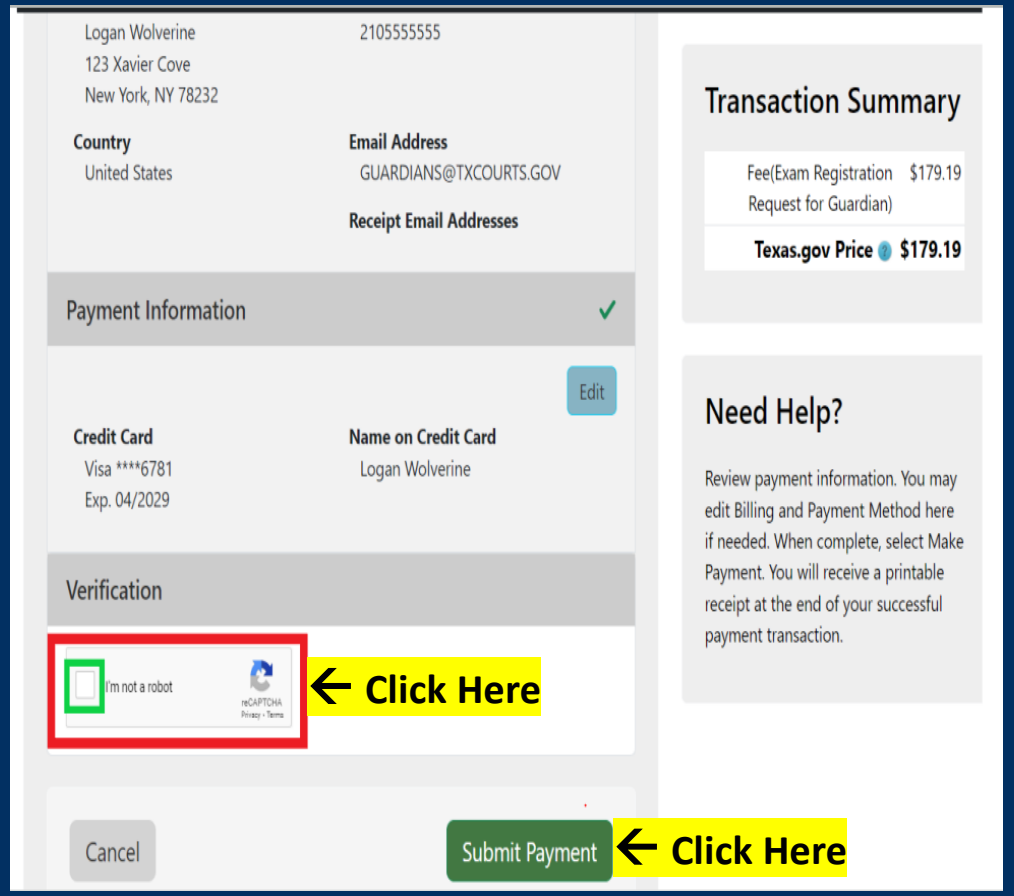
ENTER THE NAME AND CREDIT CARD INFORMATION OF THE CARDHOLDER. CLICK **NEXT**.



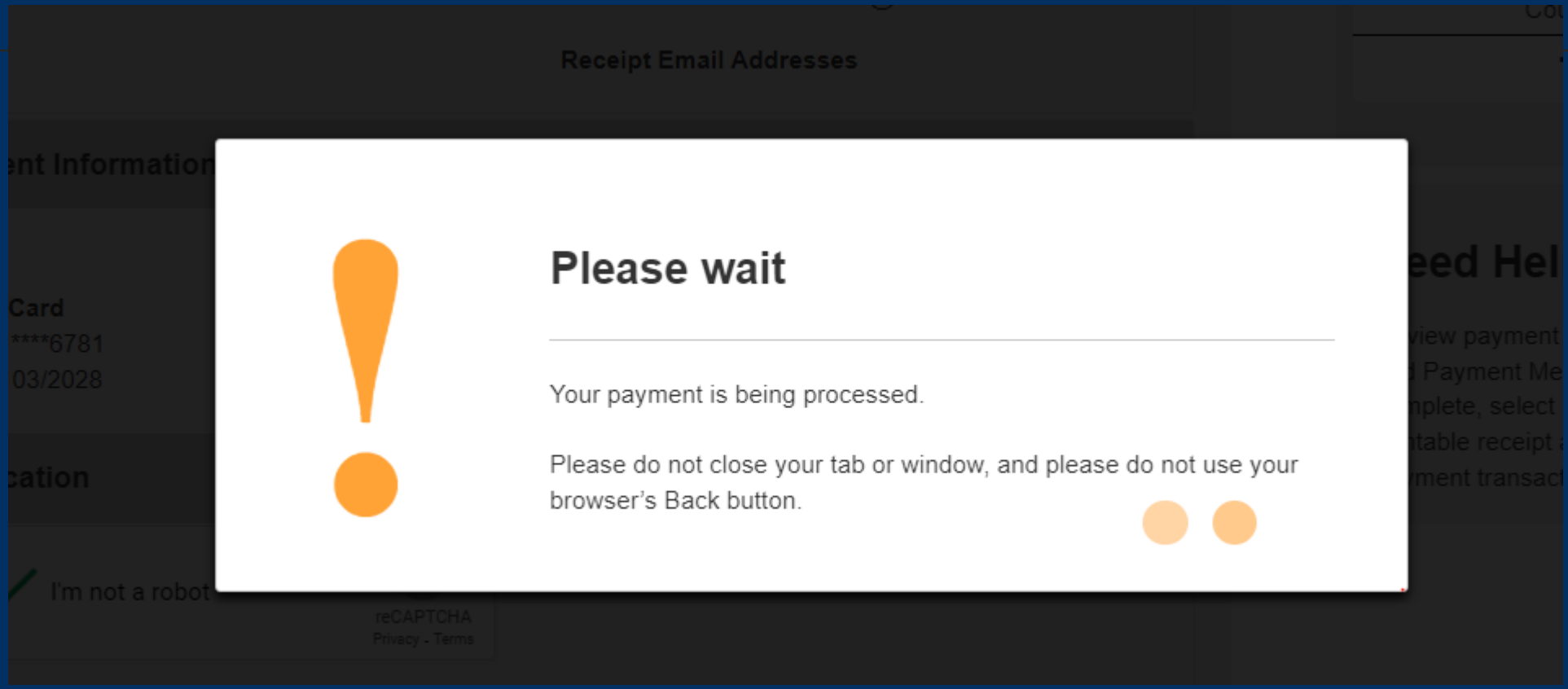


CHECK THE **I'M NOT A ROBOT** BOX, FOLLOW ANY INSTRUCTIONS THAT POP UP, THEN CLICK **SUBMIT PAYMENT**.

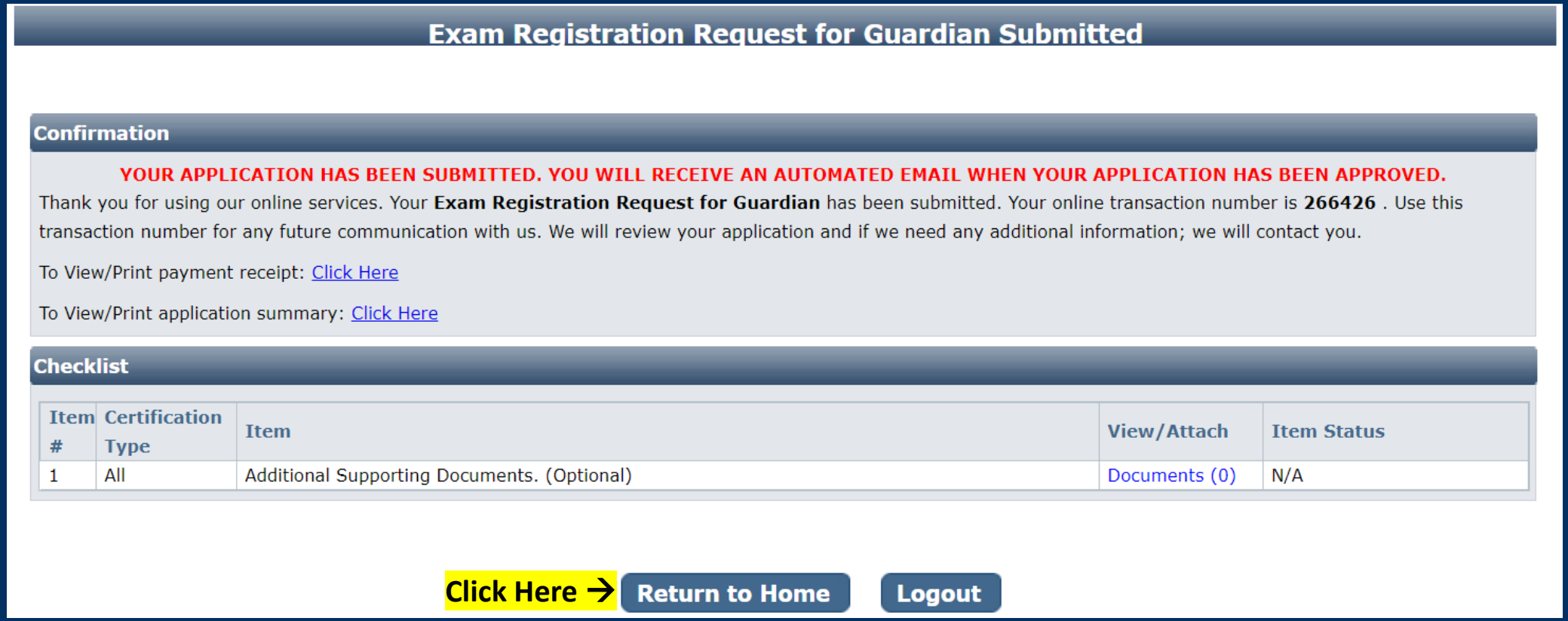




YOU'LL SEE THE MESSAGE BELOW AS YOUR PAYMENT IS BEING PROCESSED.



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

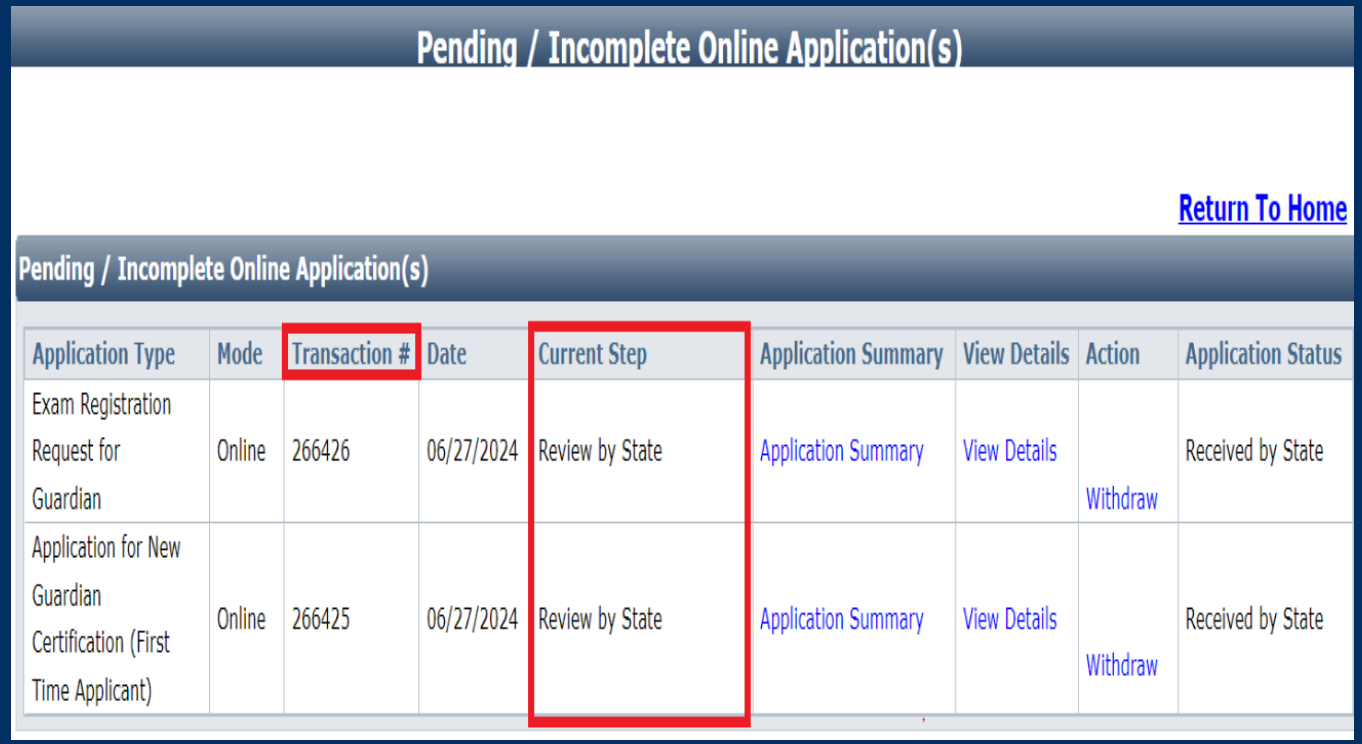
To View/Print application summary: Click Here

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

Click Here → Return to Home Logout

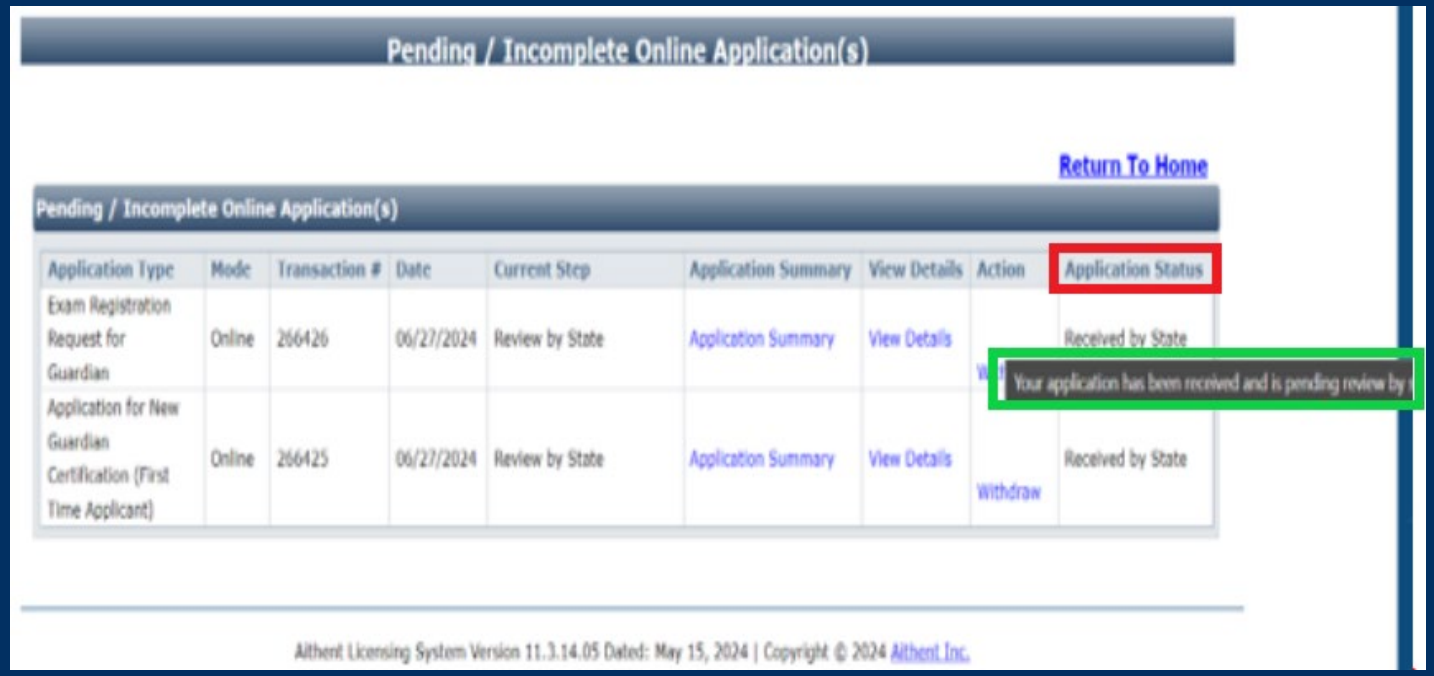
CLICK **VIEW PENDING ONLINE APPLICATION(S)** ON YOUR HOME PAGE MENU. YOU'LL BE ABLE TO SEE THE APPLICATION YOU JUST SUBMITTED. THIS IS HOW YOU CONFIRM RECEIPT. THIS IS WHERE YOU'LL BE ABLE TO TRACK THE APPLICATION STATUS. IN THE **CURRENT STEP** COLUMN, THE STATUS **REVIEW BY STATE** WILL BE REFLECTED. 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**.



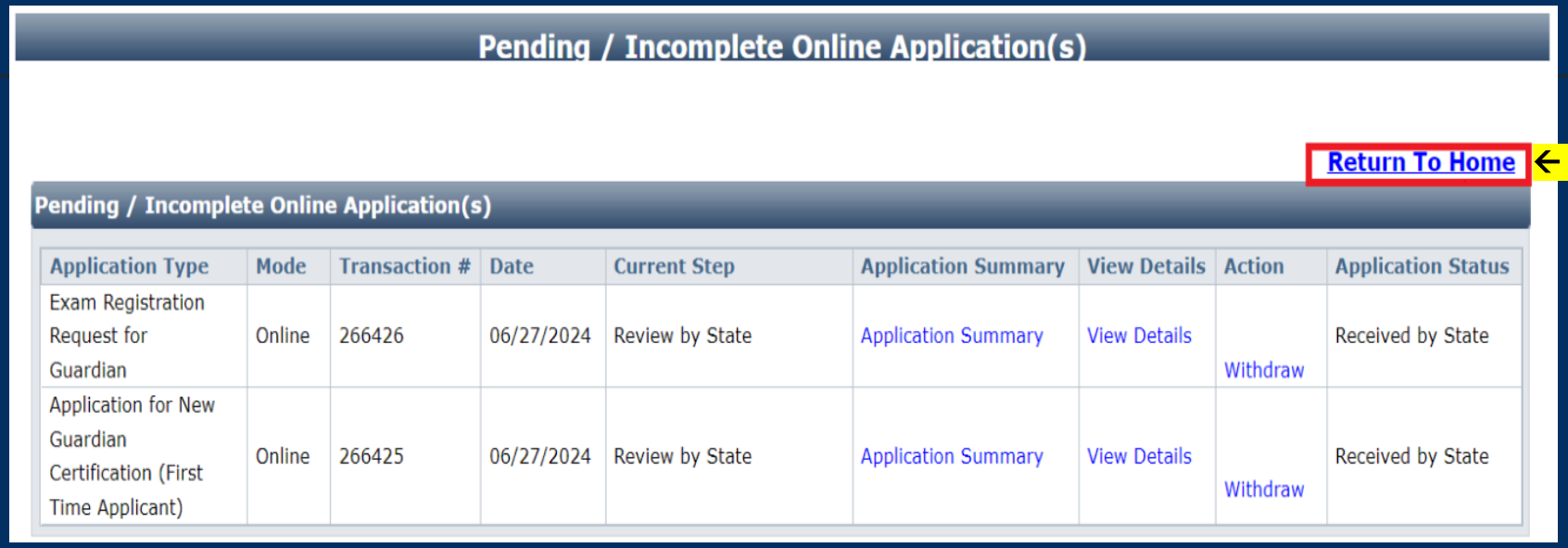
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Exam Registration Request for Guardian	Online	266426	06/27/2024	Review by State	Application Summary	View Details	Withdraw	Received by State
Application for New Guardian Certification (First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



ON THIS PAGE, CLICK RETURN TO HOME.



GUARDIAN CERTIFICATION DEPARTMENT'S INFORMATION

Email:

guardians@txcourts.gov

Phone:

512-475-4368, Ext. 5

Website:

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