NATIONAL GUARDIANSHIP ASSOCIATION
174 Crestview Drive, Bellefonte, PA 16823
Toll Free: 877-326-5992
Fax: 814-355-2452
Email: info@guardianship.org
Website: www.guardianship.org

# INFORMATION SHEET

## Use the Attached Form To Register For NGA Review Courses Or To Purchase NGA Study Materials

**(Individuals from California, Florida, and Texas should use the form specific to their state.)**

The National Guardianship Association (NGA) offers a Review Course to help you prepare for the national Registered Guardian Certification Examination conducted by the Center for Guardianship Certification (CGC). The course is an in-depth review of the National Registered Guardian Study Guide and is taught by "Approved Educators" from NGA.

**To register for a national review course, please fill out the attached form.**

A review course is not offered with every exam. Check the review course schedule at www.guardianship.org.

You may purchase study materials separately if you want to prepare for the exam without taking a review course or if you plan to register for a Review Course at a later time.

The exams are conducted by the Center for Guardianship Certification and courses are run by NGA, two entirely different organizations. Therefore, registering for an exam and a course is a two-step process and payment must be made separately to each organization. Registering for the review course or ordering study materials does not automatically register you for the exam and vice versa.

1. **For information on the Exam** you must contact the Center for Guardianship Certification by calling 717-238-4689 or obtain the exam registration form at: www.guardianshipcert.org

2. **To register for the Review Course or order the study materials** offered by the National Guardianship Association, use this form. Order Study Guides as part of course registration or separately. Study Guides will not be available for purchase at the course locations.

## SHIPPING & HANDLING INFORMATION

1. Orders are shipped Priority Mail within three (3) business days of receipt.

2. If you are ordering between 2-6 sets (3-12 books, not including cd's or tapes with your order) there is an additional $10.00 shipping and handling fee that is required. Any orders over 12 books will need to call the NGA office for the shipping quote (877-326-5992).

3. Orders of 1 set (2 books maximum) may be shipped Express Mail (1-2 day) at your expense for an additional $16.50. These orders still have the 3 day processing time.

**IMPORTANT**
**Email address must be provided to receive a Review Course Registration Confirmation**

**REVIEW COURSE APPLICATIONS MUST BE RECEIVED IN THE NGA BUSINESS OFFICE 7 DAYS IN ADVANCE OF REVIEW COURSE DATE**

# ORDER FORM

**NATIONAL GUARDIANSHIP ASSOCIATION**
**174 Crestview Drive, Bellefonte, PA 16823**
**Toll Free: 877-326-5992**
**Fax: 814-355-2452**
**Email: info@guardianship.org**
**Website: www.guardianship.org**

Indicate Review Course Date & Location: _____

**Before registering for a review course, please be certain a national review course is being offered in conjunction with your RG exam by checking our website www.guardianship.org.**

**MEMBER RATES** – To qualify you must be a current member of NGA (State Association DO NOT qualify)

____ Register me for the Review Course **with** the NGA Study Guides for $100 $_____

____ Register me only for the Review Course with **no** Study Guides for $60 $_____

____ Send me the NGA National Study Guide for $40 $_____

____ Send me the NGA National Audio Study CD for $20 $_____

____ Send me the NGA National Audio Study Tape for $20 $_____

**NON MEMBER RATES**

____ Register me for the Review Course **with** the NGA Study Guide for $125 $_____

____ Register me only for the Review Course with **no** Study Guides for $85 $_____

____ Send me the NGA National Study Guide for $50 $_____

____ Send me the NGA National Audio Study CD for $25 $_____

____ Send me the NGA National Audio Study Tape for $25 $_____

Shipping and Handling fees are required if ordering more than 2 sets of Study Guides
Express shipping (1-2 day) is also available. Additional Shipping Fees $_____
(See front page for shipping details)

TOTAL AMOUNT OF PAYMENT $ _____
(Our Federal ID# 36-3591860)

Name _____ Company _____

Shipping Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email _____

TO MAIL: Enclose Check or Money Order Payable to NGA and Address To: **NGA**
**174 Crestview Drive**
**Bellefonte, PA 16823-8516**

TO FAX: Proved Credit Card Information and Fax To: 814-355-2452

____ VISA ____ MasterCard Card # _____ Exp. Date _____

Printed Name on Card _____ Signature _____