



CORPORATE & COMMUNITY
TRAINING INSTITUTE
 at Indian River State College

Guardianship Training Eight-hour Education Course

Attention all Guardians!



This is a required course for appointed non-professional guardians and those who seek to serve as a guardian.

Each person appointed by the court to be a guardian must complete the required hours of instruction and education within four months of appointment. This eight hour State mandated course will cover the following topics to fulfill the training requirements for Guardianship Education required by the *State of Florida F.S. 744.3135(4)* and has been approved by the Circuit Court of the Nineteenth Judicial Circuit, Administrative Order 2011-0.

- Describe the legal duties and responsibilities of the guardian of property of a minor.
- Explain the preparation of the verified inventory and annual reports required by the court.
- Describe types of entitlements and benefits for a ward.
- Explain guardian's relationship to attorney representing the ward and the actions that require court approval and those that do not require approval.
- Describe the legal duties and responsibilities of the guardian.
- Discuss the rights of the ward.
- List the availability of local resources to aid the ward.
- Develop and prepare habilitation plans and the annual guardianship report including financial accounting for the ward's property.
- Have a basic understanding of what is expected in the courtroom.

Certificates will be issued at completion of the course and must be submitted to the Clerk of Court.

Instructor: Judy K. Mace is a certified and registered guardian with the State of Florida. Judy possesses a degree in Business Administration from Indiana State University. She has served as a trust administrator in banking and is currently working as a full-time guardian.

**Choose a date and sign up today
 Only \$99 for this eight hour class**

**Register Today!
 Log onto www.cctiirsc.com**

For groups of two or more call to register at 1-888-283-1177 or
 Visit us at www.cctiirsc.com for more information

Registration Details:

Location: Main Campus, Fort Pierce, Building V, Room V-309
Date: Saturday, May 21, 2011
Times: 9:00 AM - 6:00 PM

Location: Main Campus, Fort Pierce, Building V, Room V-110
Date: Saturday, June 18, 2011
Times: 9:00 AM - 6:00 PM

Location: Main Campus, Fort Pierce, Building V, Room V-309
Date: Saturday, August 13, 2011
Times: 9:00 AM - 6:00 PM

Location: Mueller Campus, Vero Beach, Building - Room TBA
Date: Saturday, Sept. 17, 2011
Times: 9:00 AM - 6:00 PM

Location: Main Campus, Fort Pierce, Building V, Room V-334
Date: Saturday, Oct. 15, 2011
Times: 9:00 AM - 6:00 PM

Location: Main Campus, Fort Pierce, Building V, Room V-334
Date: Saturday, Dec. 3, 2011
Times: 9:00 AM - 1:00 PM

Cost: \$99.00 per class

Sign-Up Today!

For more Information, Call Toll FREE 1.888.283.1177
 or email us at cctiinfo@irsc.edu