

HOW TO DETERMINE THE ANNUAL PLAN TIME FRAME
F.S.744.367 & F.P.R.5.695
(INITIAL PLAN IS DUE WITHIN 60 DAYS)

To determine the Starting Date, Ending Date and Due Date for the Annual Plan:
Determine the month during which the Letters were entered. This is the "Anniversary Month"

STARTING DATE

The Starting Date of the Plan will be the first day of the next month after the Anniversary Month (example: if the anniversary month is January, starting date of the plan is February 1st)

ENDING DATE

The Ending Date of the Plan will be the last day of the Anniversary Month itself (if the anniversary month is January, ending date of the Plan is January 31st)

Due Dates

Effective 07/01/2017:

<u>Month of Issuance of Letters:</u>	<u>Annual Plan time frame:</u>	
January	02/01 – 01/31 due 05/01	LETTER OF GUARDIANSHIP IS SIGNED IN THE MONTH OF JULY THE ANNUAL PLAN IS 08/01 THROUGH 07/31 EACH YEAR AND IS DUE BY 11/01 EACH YEAR
February	03/01 – 02/28 due 06/01	
March	04/01 – 03/31 due 07/01	
April	05/01 – 04/30 due 08/01	
May	06/01 – 05/31 due 09/01	
June	07/01 – 06/31 due 10/01	
July	08/01 – 07/31 due 11/01	
August	09/01 – 08/31 due 12/01	
September	10/01 – 09/30 due 01/01	
October	11/01 – 10/31 due 02/01	
November	12/01 – 11/30 due 03/01	
December	01/01 – 12/31 due 04/01	

INITIAL VERIFIED INVENTORY due: F.S. 744.362 & F.P.R. 5.690 within 60 days after letters of guardianship are signed.

ANNUAL ACCOUNTING due: F.S. 744.367 & F.P.R. 5.695.

Basically the Accounting is January 01 – December 31 and **Due April 01 every year**. The Initial Inventory is due **60 days** after the Letters of Guardianship has been signed by the Judge.

GUARDIAN EDUCATION CERTIFICATE is due: F.S. 744.3145 within (4) four months after the appointment of Guardianship.

ANNUAL ACCOUNTINGS ARE DUE 04/01
EACH YEAR

IN THE COURTS OF THE FIRST JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA

ADMINISTRATIVE ORDER NO. 2017-59
(Vacates Administrative Order No. 2017-47)

IN RE: **GUARDIANSHIP**

COURT APPROVED GUARDIANSHIP EDUCATION

ORDER

WHEREAS, §744.3145, *Florida Statutes*, provides each ward is entitled to a guardian competent to perform the duties of a guardian necessary to protect the interests of the ward, it is,

ORDERED:

1. The following agencies are approved to provide the educational requirement in a live format or an online format to guardians appointed by the courts of the First Judicial Circuit pursuant to Chapter 744, *Florida Statutes*:

Pensacola State College
1000 College Boulevard
Pensacola, Florida 32504-8998
Phone: 850-484-1797
Website: www.PensacolaState.edu/ce
[search keywords "Court Mandated Courses"]

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St. Petersburg College - Online Course
<https://spcollege.augusoft.net>
Phone: 727-341-4445
[search keywords "Professional Guardian"]

2. Guardian other than a parent who is the guardian of the property of a minor child.

Each course will provide a minimum of eight (8) hours of instruction and training which covers:

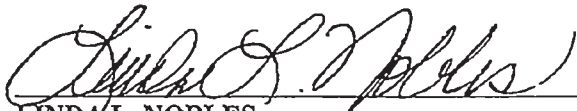
- A. The legal duties and responsibilities of the guardian;
- B. The rights of the ward;
- C. The availability of local resources to aid the ward; and
- D. Preparation of habilitation plans and annual guardianship report, including financial accounting for the ward's property.

3. Guardian of the property of his or her minor child.

Each course shall provide a minimum of four (4) hours of instruction and training which covers:

- A. The legal duties and responsibilities of the guardian of the property.
 - B. The preparation of the initial inventory and annual guardianship accountings for the ward's property; and
 - C. Use of guardianship assets.
4. Each person appointed by the court to be a guardian must complete the required hours of instruction and education within four (4) months after his or her appointment as guardian.

DONE AND ORDERED in Pensacola, Escambia County, Florida this 1st day of December, 2017.


LINDA L. NOBLES
CHIEF JUDGE

Copies furnished to:

All Judges, First Judicial Circuit
All Clerks, First Judicial Circuit
For posting at www.FirstJudicialCircuit.org
For distribution to membership by:
Escambia Santa Rosa Bar Association
Okaloosa Walton Bar Association
Walton Bar Association

Guardianship Education

Pensacola State College presents Guardianship Education Seminar which has been approved by the First Judicial Circuit Court Administrative Order 2003-51. Each person who has been appointed as a guardian must complete the seminar within 4 months of appointment as per Florida Statutes.

Course R 02687 (4 hours)

The natural parent who is guardian of the property of his/her own child And child is a minor shall attend four (4) hours of instruction which covers:

- Legal duties and responsibilities of the guardian of the property
- Preparation of the initial inventory and annual guardianship accountings for the ward's property
- Use of guardianship assets.

Course R 00478 (8 hours)

All other Guardians shall attend eight (8) hours of instruction. This includes the natural parent who is guardian of his/her own child who is now an adult. Course covers:

- Legal duties and responsibilities of the guardian.
- Rights of the ward
- Availability of local resources to aid the ward
- Preparation of habilitation plans and annual guardianship report (including financial accounting for the ward's property)

Participants who complete the entire required hours will receive a letter of completion as proof of attendance. You must attend the entire seminar to qualify for the letter of completion. The letter will be sent via mail and must be presented to the Clerk of the Circuit Court in the participant's county.

Courses are held the last Saturday of February and June, and the 3RD Saturday in October of each year.

For section number, date, time, and location of the course you are interested in, please call (850) 484-1797.

Pre-registration is required.

Students may utilize the following methods for registering for the Guardianship Education Seminar:

1. Mail a completed Continuing Education Registration Form with payment of \$35 to:

Pensacola State College
Cashier's Office
1000 College Boulevard
Pensacola, Florida 32504
2. Register in person at a Pensacola State College Registration Office: Pensacola—Bldg. 2. Milton—Bldg. 4200, Warrington—Bldg. 3600.
3. Web registration is available to everyone. Go to www.pensacolastate.edu/ce. Click Register Now and follow instructions or use Spyglass.

**If you have registration questions, please call
(850) 484-1797**

E-mail: ce@pensacolastate.edu

Guardianship Education

As per Florida Statutes:

Parents who are guardians of the property of their own minor-aged child must register for the **4-hour** course, Course R 02687.

OR

All other guardians, including relatives other than natural parent, must register for the **8-hour** course, Course R 00478.

PSC PENSACOLA
STATE COLLEGE

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, disability, sexual orientation or genetic information in its educational programs, activities or employment. For inquiries regarding nondiscrimination policies, contact the Associate Vice President of Institutional Diversity at 850-484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

PENSACOLA STATE COLLEGE CONTINUING EDUCATION REGISTRATION FORM					
Student ID or SSN _____		Last Name _____		First _____ Middle _____	
Please see the Social Security Number Collection and Usage Statement in the back to the right.					
Address _____					
Number/Street/Apartment _____		City _____		State _____ Zip code _____	
Home Telephone _____			Alternate Telephone _____		
Gender: _____		Ethnicity: _____		Check all that apply:	
<input type="checkbox"/> Male		Are you Hispanic/Latino _____		<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native	
<input type="checkbox"/> Female		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander	
Citizenship: _____		If you are not a United States citizen, indicate current Immigration status:			
<input type="checkbox"/> United States		<input type="checkbox"/> Permanent Resident; provide Resident Alien Number _____			
<input type="checkbox"/> Other country: _____		<input type="checkbox"/> Other Immigrant; provide current Visa type and expiration _____			
Section	Course Title	Date Class Begins	Section	Course Title	Date Class Begins
Signature: _____			Date: _____		
Mailing your registration? Complete this section and mail to Pensacola State College Cashier's Office, 1000 College Boulevard, Pensacola FL 32504-8998					
Payment Amount \$ _____		Payment Method: <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express			
Credit Card Number _____		Expiration Date _____			
Signature as it appears on credit card _____					

Rev. 8/1/11

Social Security Number is required and authorized by Title IV of the Higher Education Act of 1965, as amended (§§483 and 484); 20 USC 1078, 1090, 1091 & 1092; 34 CFR 668.16; 34 CFR 668.33; 34 CFR 668.36; 34 CFR 668.32(f) and 34 CFR 668.36. For additional information go to <http://www.pensacolastate.edu/students/loss/SSNpolicy.pdf>. Initials: _____