

**IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR HARDEE, HIGHLANDS AND POLK COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 4-7.5

**RE: GUARDIANSHIP EDUCATION REQUIREMENTS
FOR NON-PROFESSIONAL GUARDIANS**

WHEREAS, Guardianship Education Requirements for non-professional guardians are set forth in §744.3145, Florida Statutes; and

WHEREAS, pursuant to §744.3145(2), Florida Statutes, a person appointed “to be a guardian, other than a parent who is the guardian of the property of a minor child, must receive a minimum of 8 hours of instruction and training”; and

WHEREAS, pursuant to §744.3145(3), Florida Statutes, a person appointed “to be the guardian of the property of his or her minor child must receive a minimum of 4 hours of instruction and training”; and

WHEREAS, §744.3145(4), Florida Statutes, requires guardians to attend guardianship education courses that have been approved by the chief judge; it is hereby

ORDERED that:

1. Guardianship education course requirements may be met by attending an approved course in person or online if available.
2. A list of approved 8-hour and 4-hour guardianship education courses are available on the Court’s website at www.jud10.flcourts.org. The list of approved courses will be updated as available courses change.
3. After completing an approved guardianship education course, the guardian shall execute an affidavit of completion for the applicable course. The affidavit of completion must be signed under oath and filed in the court file. A sample affidavit of completion for the 8-hour guardianship course is attached hereto as Attachment A and a sample 4-hour affidavit of completion for the 4-hour guardianship course is attached hereto as Attachment B.
4. Expenses incurred by the guardian may be paid from the ward's estate, unless the Court directs that the guardian pay the expenses individually.
5. This Order is effective immediately and VACATES Administrative Order No. 4-7.4, entered on September 9, 2008.

DONE AND ORDERED on this 14th day of February, 2023.

s/ELLEN S. MASTERS, Chief Judge

Copies furnished to:
All Judges
Clerks of the Court – Hardee, Highlands and Polk Counties
Electronic Bar Mailing

ATTACHMENT A

**AFFIDAVIT OF COMPLETION
(8-HOUR GUARDIANSHIP EDUCATION COURSE)**

CASE NUMBER: _____

WARD'S NAME: _____

STATE OF: FLORIDA

COUNTY OF: _____

I HEREBY CERTIFY THAT ON THIS DAY BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, AUTHORIZED IN THE STATE AND COUNTY NAMED ABOVE TO ADMINISTER OATHS, PERSONALLY APPEARED _____ WHO, AFTER BEING BY ME FIRST DULY SWORN, SAYS UPON OATH:

I AM A GUARDIAN OTHER THAN A PARENT WHO IS THE GUARDIAN OF THE PROPERTY OF A MINOR CHILD. I HAVE COMPLETED AN APPROVED GUARDIANSHIP EDUCATION COURSE AND RECEIVED A MINIMUM OF **8 HOURS** OF INSTRUCTION AND TRAINING WHICH COVERS:

1. THE LEGAL DUTIES AND RESPONSIBILITIES OF THE GUARDIAN;
2. THE RIGHTS OF THE WARD;
3. THE AVAILABILITY OF LOCAL RESOURCES TO AID THE WARD; AND
4. THE PREPARATION OF HABILITATION PLANS AND ANNUAL GUARDIANSHIP REPORTS, INCLUDING FINANCIAL ACCOUNTING FOR THE WARD'S PROPERTY.

SIGNATURE OF GUARDIAN

PRINTED NAME OF GUARDIAN

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS ____ DAY OF _____, 20____, BY _____ WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED AS IDENTIFICATION _____.

SIGNATURE OF NOTARY PUBLIC

ATTACHMENT B

**AFFIDAVIT OF COMPLETION
(4-HOUR GUARDIANSHIP EDUCATION COURSE)**

CASE NUMBER: _____

WARD'S NAME: _____

STATE OF: FLORIDA

COUNTY OF: _____

I HEREBY CERTIFY THAT ON THIS DAY BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, AUTHORIZED IN THE STATE AND COUNTY NAMED ABOVE TO ADMINISTER OATHS, PERSONALLY APPEARED _____ WHO, AFTER BEING BY ME FIRST DULY SWORN, SAYS UPON OATH:

I AM A PARENT WHO IS THE GUARDIAN OF THE PROPERTY OF MY MINOR CHILD. I HAVE COMPLETED AN APPROVED GUARDIANSHIP EDUCATION COURSE AND RECEIVED A MINIMUM OF **4 HOURS** OF INSTRUCTION AND TRAINING WHICH COVERS:

1. THE LEGAL DUTIES AND RESPONSIBILITIES OF THE GUARDIAN OF THE PROPERTY;
2. THE PREPARATION OF THE INITIAL INVENTORY AND ANNUAL GUARDIANSHIP ACCOUNTINGS FOR THE WARD'S PROPERTY; AND
3. USE OF GUARDISNSHIP ASSETS.

SIGNATURE OF GUARDIAN

PRINTED NAME OF GUARDIAN

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS ____ DAY OF _____, 20____, BY _____ WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED AS IDENTIFICATION _____.

SIGNATURE OF NOTARY PUBLIC