

# Instructions & Introduction to the Guardianship/Conservatorship Flash Drive

Thank you for your interest in becoming a guardian/conservator. This flash drive includes information about the entire process and is divided into 3 interactive parts.

Part 1 – **Should I seek guardianship or conservatorship?** - discusses when someone may need a guardian/conservator and offers some less restrictive alternatives to consider.

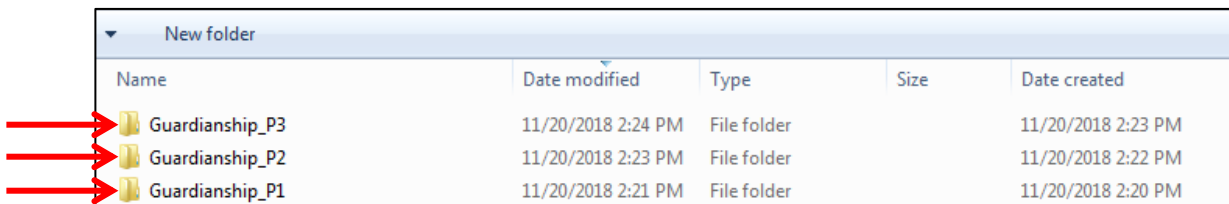
Part 2 – **How do I petition the court to become a guardian/conservator?** - discusses the courts process to become a guardian/conservator, including the forms needed and court hearings that may be necessary.

Part 3 – **What are my responsibilities once appointed as a guardian/conservator?** - discusses what happens once the court appoints the guardian/conservator; including how to make decisions, deal with money, and the required court reports, including the deadlines and how to fill them out.

The law requires all newly appointed guardians and conservators to complete 1 hour or more of education within 30 days of the court appointment order. **Individuals, who are newly appointed as a guardian/conservator, should complete Part 3 of the course *Guardianship and Conservatorship* to meet the education requirement.**

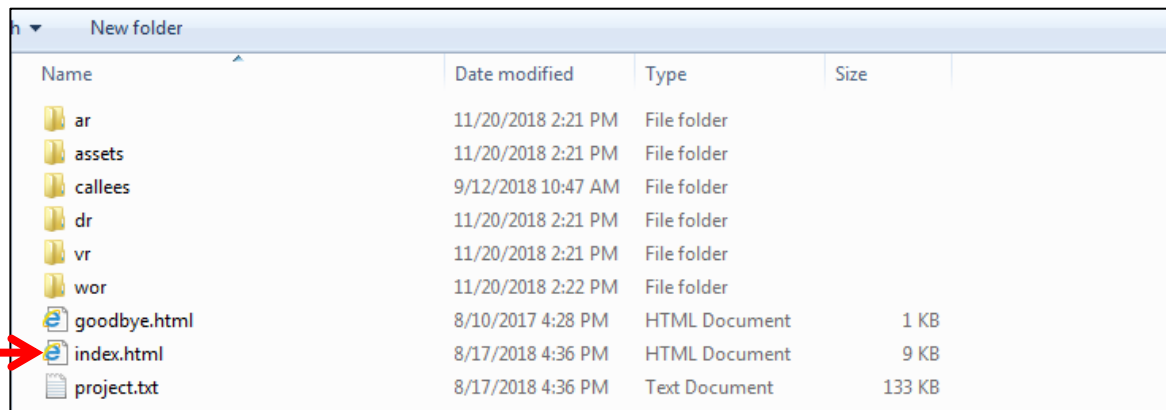
## How to use the flash drive:

1. Double-click on the file you want to open:
  - “Guardianship\_P1” for Part 1 **Should I seek guardianship or conservatorship?**
  - “Guardianship\_P2” for Part 2 **How do I petition the court to become a guardian/conservator?**
  - “Guardianship\_P3” for Part 3 **What are my responsibilities once appointed as a guardian/conservator?**

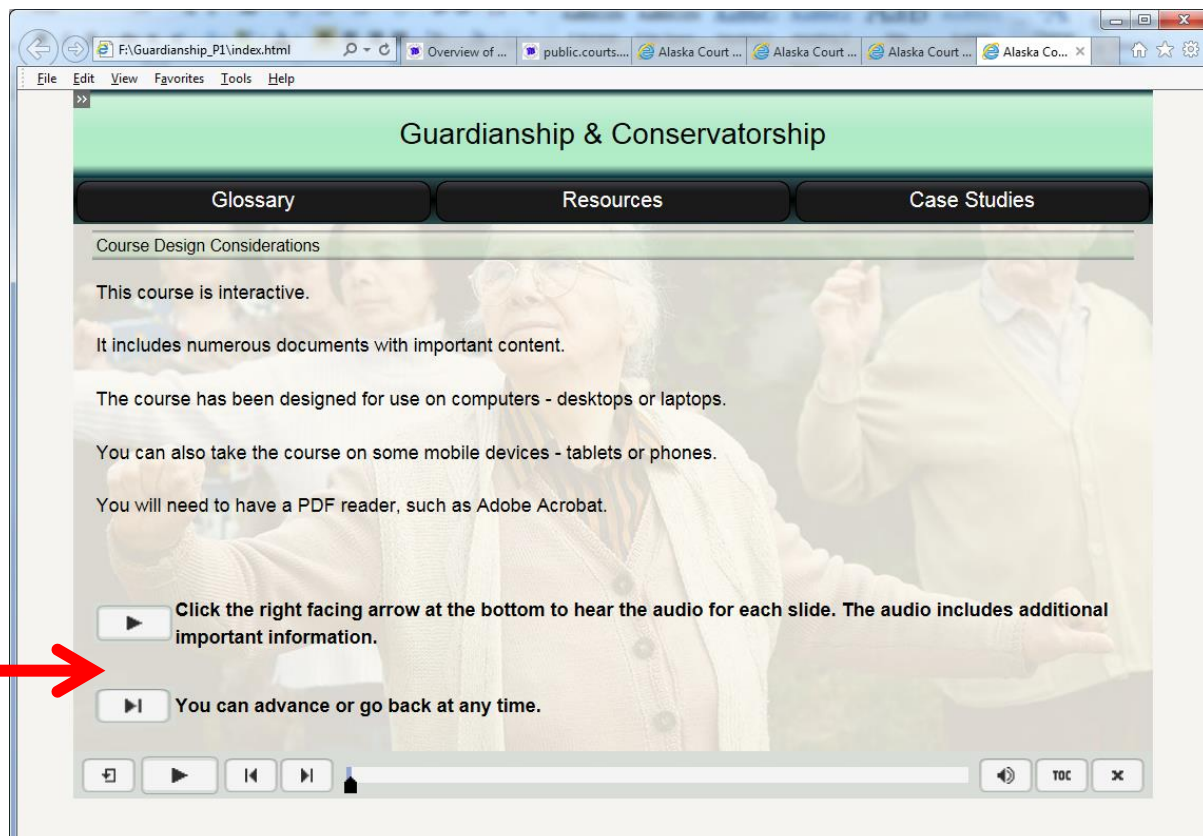


Name	Date modified	Type	Size	Date created
Guardianship_P3	11/20/2018 2:24 PM	File folder		11/20/2018 2:23 PM
Guardianship_P2	11/20/2018 2:23 PM	File folder		11/20/2018 2:22 PM
Guardianship_P1	11/20/2018 2:21 PM	File folder		11/20/2018 2:20 PM

2. Once the part selected is open, double-click on the file titled “**index.html**”. (Please note that the icon may be different, but the title of the file will be the same.)



3. If a box pops up, click “Allow blocked content” and the part that you selected should open and automatically begin playing. (Please note that there is audio involved as a part of the presentation. Please adjust the volume of your computer or have headphones available if needed before starting.)
4. After the introduction, please read the directions on the first slide about how to play the audio so you can hear the narration of the presentation and how to advance through the course.



5. Once the court appoints you as a guardian/conservator, you can complete Part 3 for the required training.
6. At the end of Part 3, the course will direct you to sign up for a short quiz.
  - If you are doing the course from a flash drive only without an internet connection, **you will not be able to do the final quiz because you must be connected to the Internet for the final quiz.**
    - If this is the situation, please fill out form PG-120 Affirmation of Completion of Mandatory Education Requirement, see <https://public.courts.alaska.gov/web/forms/docs/pg-120.pdf> or ask the court.
    - Check the 1<sup>st</sup> box and the 4<sup>th</sup> box and under “Other” please fill in that you cannot attach a certificate because you did the course from a flash drive.