

HOW TO APPLY FOR RENEWAL WITH THE JBCC



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THINGS YOU CAN DO IN THE ONLINE SYSTEM

- Submit your Application
- Check the status of your application.
- Track the progress of your application.
- Upload documentation to your application.
- Withdraw your application (prior to submission).
- Reset your forgotten password.
- Submit your Application
- Update your contact information.
- Check the status of your application.
- Track the progress of your application.
- Upload documentation to your application.
- Withdraw your application (prior to submission).
- Reset your forgotten password.



IMPORTANT RENEWAL INFORMATION



IMPORTANT RENEWAL INFORMATION

- Renewal notices are sent approximately 90 days prior to your expiration date. After notices are issued, you will be able to apply for renewal of your program's registration. Check your inbox and spam folder for this notice.
 - Not receiving a renewal notice is not grounds for an extension of time or exemption from additional fees.
- We strongly recommend that you submit your renewal application no less than 30 days prior to your expiration date.
- If you've previously started a renewal application prior to your expiration date, but you did not finish it before you expired, you must withdraw it and start a new renewal application if you have not been expired for a year or more.
- If you've previously started a renewal application prior to your expiration date, but you did not finish it until after you've been expired for a year or more, you must withdraw it. You cannot renew a registration that has been expired for a year or more.
- You are not considered renewed until your application has been processed.
- Renewal applications, fees, and all supporting documentation must be submitted online.



REQUIREMENTS FOR RENEWAL OF GUARDIANSHIP PROGRAM REGISTRATIONS



Requirements for Renewal of Guardianship Programs

1. Submit renewal application & renewal fee online
2. Upload current documentation for items in section 7.8 (b)(1-8) of the JBCC Rules.
 - Documentation must be uploaded to your application in Word, Excel, or PDF.
 - Documentation must be uploaded as one complete file. For example, scan and upload all documents as one complete pdf file instead of as multiple attachments.

Documentation must contain the following information:

1. Name & certification # of each guardian employed by, volunteering with, or under contract with the program.
2. The name, address, phone #, and email address of each employee, volunteer, or contractor who is to provide guardianship services on behalf of the program.
3. The number of wards served by the program.



Documentation requirements continued...

4. The organizational chart or other description of the role and responsibility of each person in the program.
5. The name and certification # of each certified guardian who supervises or directly provides guardianship services to wards or other incapacitated persons on behalf of the guardianship program.
6. The number of provisionally certified guardians and other personnel each certified guardian supervises.
7. Any sanction imposed by a court in Texas or another jurisdiction arising from any probate matter and any disciplinary history with a regulatory agency in another jurisdiction for each certified guardian and provisionally certified guardian who would render services on behalf of the program.
8. For each certified guardian, the name cause number, and county of each ward or other person who receives guardianship services under the supervision of a guardian.



HOW TO APPLY FOR GUARDIANSHIP PROGRAM REGISTRATION RENEWAL



GO TO THE GUARDIANSHIP PROGRAM'S HOME PAGE.

- *NOTE: YOU'LL SEE THE PDF GUIDE TO USING THE ONLINE SYSTEM, AND OTHER SLIDE SHOWS AS WELL.*
- **CLICK ON THE BIG, RED, BUTTON TO ACCESS THE JBCC CERTIFICATION, REGISTRATION LICENSING SYSTEM**

How do I...

- Use the Online Licensing System (ALiS)
Please see the [Guide to Using the Online System \(pdf\)](#)  & [Online System FAQs](#) 
- Obtain or update my login credentials
Go to ALiS, using the red button below, and click "[Forgot Login/Password](#)"
Email the licensing specialist at guardians@txcourts.gov if you need further assistance.
- Update my profile contact information
Login to your online profile and click the Update Profile menu option.

**ACCESS THE JBCC
CERTIFICATION,
REGISTRATION &
LICENSING SYSTEM**

← Click Here

Online System Resources

- [Watch How to Apply for Guardianship Program Registration \(pdf\)](#) 
- [Watch How to Apply for Renewal- Slideshow \(pdf\)](#) 



In the System, click the Certified Guardians tab

Online Certification and Licensing System

USER LOGIN

Login Name
Password
[Forgot Login/Password](#) **Login**
Password is case sensitive.

SITE LINKS

To Search for Certified Guardians or
Guardianship Programs: [Click Here](#)
To search for an approved Continuing
Education Course for Guardian:
[Click Here](#)
For any questions please contact us
at guardians@txcourts.gov. For more
information, please [Click Here](#)

Register A Guardianship **Court Reporters** **Process Servers** **Court Interpreters** **Certified Guardians**

Professional Certified Guardians

Become a Certified Guardian: [click here](#).

Are you trying to register your guardianship?

If yes, please follow the steps below:-

- Go to the "Register A Guardianship" tab.
- Click the 'Click Here' link next to the "Register A Guardianship" text highlighted in red.
- To complete your registration, go to "New Guardianship Registration" from the "What do you want to do?" menu and follow the on-screen instruction.

Current JBCC Certified Guardians

Create a profile and user login: [click here](#).

Guardianship Program

Register a Guardianship Program: [click here](#).

Continuing Education Course Provider

Request course approval: [click here](#).

We accept:    



Enter your Login Name and Password, then click Login

Online Certification and Licensing System

USER LOGIN

Login Name

Password

[Forgot Login/Password](#)

Login

Password is case sensitive.

Register A Guardianship Court Reporters Process Servers Court Interpreters **Certified Guardians**

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Request course approval: [click here.](#)

We accept:    



On your Home Page, click the **Renew** option on the *What Do You Want to Do* menu.

Home

Contact Information

Name: MY FAKE PROGRAM
1234 MY STREET,
AUSTIN, TX 78701
Phone #: 512-555-5555
Email: GUARDIANS@TXCOURTS.GOV

WHAT DO YOU WANT TO DO?

View Pending Applications
Renew
New Guardianship Registration
Apply for New Program Registration
Surrender Certificate
Update Program's Guardian(s)
General Fee Remittance
Pay Invoice(s)
Change Name
Change Password
Existing Guardianship(s)
Update Profile

WELCOME TO YOUR HOME PAGE!

License Information:

Certification Type	Certification #	Endorsement	Restriction	Status	First Issue Date	Expiration Date
GUARDIANSHIP PROGRAM	GP-15348	N/A	None	Active	02/12/2024	02/28/2026

Click Here→



Click Next on the screen below

Application for Renewal of Guardianship Program - Preliminary Step

Fields marked with asterisk (*) are required.

Application Type *

Which application would you like to apply for?

Application for Renewal of Guardianship Program

Certification Information

Certification Type	Certification #	Endorsement	Restriction	Status	Expiration Date	Requested Action
GUARDIANSHIP PROGRAM	GP-15348	N/A	None	Active	02/28/2026	<input style="width: 100px; height: 25px; border: 1px solid black; border-radius: 5px; padding: 5px;" type="button" value="Renew"/>

Reset

Click Here →

Next



Entity Information tab: click **Next**

Application for Renewal of Guardianship Program

Fields marked with asterisk (*) are required.

Entity Information Address Information Program's Certified Guardians Attestation

Please review information for accuracy.

Program Information

Program Name * MY FAKE PROGRAM

DBA Name

Program Director Information

First Name * MARSHA

Last Name * BRADY

Email * guardians@txcourts.gov

Middle Name

Role * Program Director

Phone * 512-555-5555

Buttons:

<< Back Next >>

Reset

← Click Here



Address Information tab: update information, then click Next

Application for Renewal of Guardianship Program

Fields marked with asterisk (*) are required

Entity Information Address Information Program's Certified Guardians Attestation

Please review Address Information for accuracy.

Mailing Address

Country *	United States	State/Province *	TEXAS	Apt/Unit/etc.
Address *	1234 MY STREET	Primary Phone # - Ext *	512-555-5555	Zip *
City *	AUSTIN	Primary E-mail *	GUARDIANS@TXCOURT!	Alternate Phone # - Ext
County *	TRAVIS			Alternate E-mail
Fax				

Physical Location

Country *	United States	State/Province *	TEXAS	Apt/Unit/etc.
Contact Person	Jan Brady	Primary Phone # - Ext	512-555-5555	Zip *
Address *	1234 MY STREET	Primary E-mail	GUARDIANS@TXCOURT!	Alternate Phone # - Ext
City *	AUSTIN			Alternate E-mail
County *	TRAVIS			
Fax				

Copy From

Copy From

Reset

<< Back **Next >>** **Click Here**



Education Detail tab. To enter CE courses & upload CE certificates **click Add**

Application for Renewal of Guardianship Program

Fields marked with asterisk (*) are required

Entity Information Address Information Program's Certified Guardians Attestation

[<< Back] [Next >>]

Program's Certified Guardian(s)

Please add all Certified Guardian(s) including program director, working for the Program.

Name	Certification Expiration Date	Guardian Certification #	Certificate Status	Select
Alice T. Maid	09/30/2027	CG-11005	Active	Delete

[Click Here ➔](#) [Add](#)

[Reset](#)

[<< Back] [Next >>]



Attestation tab. Check all designated boxes. Enter your name (i.e., the applicant's name). Press Tab on your keyboard to tab over and enter the date, then tab over again to the Submit Application button and Press Enter on your keyboard to click on it.

Application for Renewal of Guardianship Program

Fields marked with asterisk (*) are required.

Entity Information → Address Information → Program's Certified Guardians → Attestation

<< Back

Attestation

You must check the following:

I declare under penalty of perjury that the information provided in this application is true and correct.

Applicant's Name * ← 1. Enter name, press Tab Date * ← 2. Enter Date, press Tab

3. Press Enter → **Submit Application**

<< Back

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Fee Detail page. Click the Pay Now button to be taken to the payment portal.

Fee Detail

To complete the online application process, you must pay any required fees. If you press 'Submit' and skip payment of fees, your application will not be received by the JBCC until the fees are paid online. You cannot apply online and pay by mail.

Fee Details

Licensing/Certification fee (PROCESS SERVER)	\$200.00
Texas.gov Price*	\$204.76

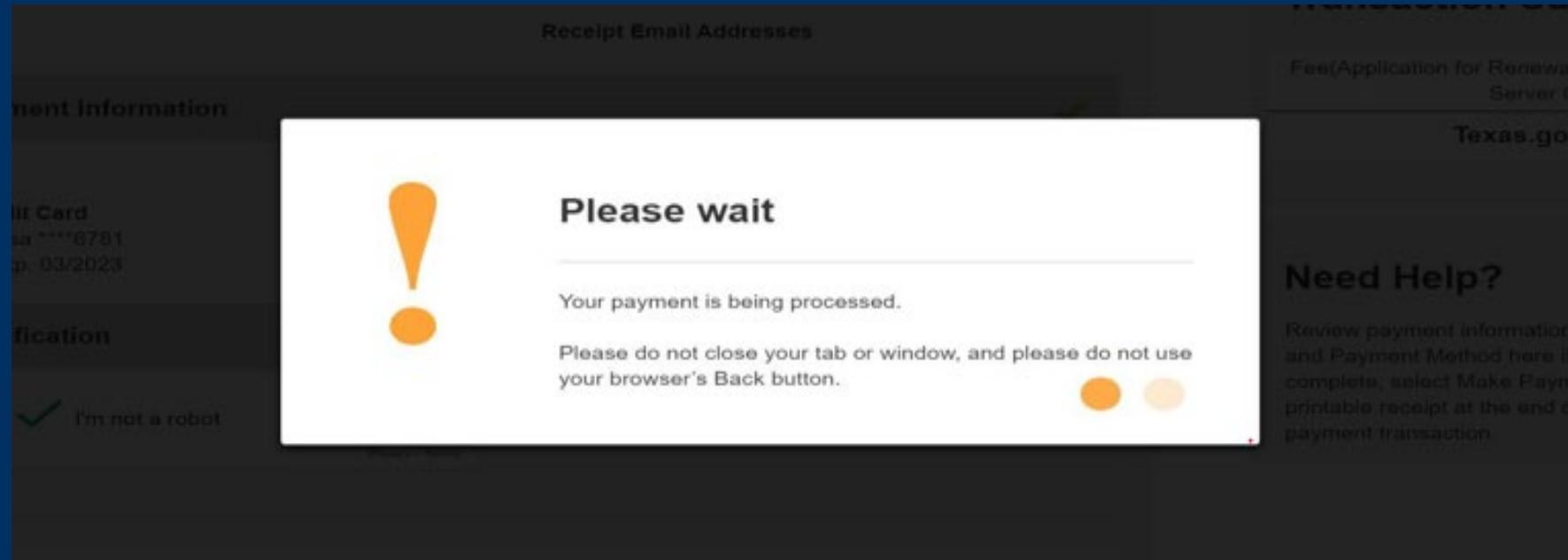
* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Do NOT push the "Pay Now" button more than once.
Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application".
Failure to comply with these instructions may result in multiple charges.

[Edit Application](#) [Pay Now](#) **← Click Here**



You'll see the message below as your payment is being processed.



Confirmation page. After your payment is processed, you'll be taken to page of your application. From here you should print your payment receipt and application summary for your records, then click **Return to Home**

Application for Renewal of Guardianship Program Submitted

Confirmation

YOUR APPLICATION HAS BEEN SUBMITTED. YOU WILL RECEIVE AN AUTOMATED EMAIL WHEN YOUR APPLICATION HAS BEEN APPROVED.

Thank you for using our online services. Your **Application for Renewal of Guardianship Program** has been submitted. Your online transaction number is **266665**. Use this transaction number for any future communication with us. We will review your application and if we need any additional information; we will contact you.

To View/Print application summary: [Click Here](#)

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Additional Supporting Documents. (Optional)	Documents (0)	Pending

[Click Here→](#) [Return to Home](#) [Logout](#)



Click View Pending Online Application(s) on your home page menu. You'll be able to see the application you just submitted. This is how you confirm receipt. This is where you'll be able to track the application status. In the Current Step column, the status Review by State will be reflected. The status remain pending until the application is approved. When the application is processed, you'll be sent an automated email confirmation advising the application has been approved and the application will no longer show up on this page. Check your inbox (and spam folder) for this correspondence.

WHAT DO YOU WANT TO DO?
View Pending Applications
Renew
New Guardianship Registration
Apply for New Program Registration
Surrender Certificate
Update Program's Guardian(s)
General Fee Remittance
Pay Invoice(s)
Change Name
Change Password
Existing Guardianship(s)
Update Profile

Pending / Incomplete Online Application(s)								
Pending / Incomplete Online Application(s)								
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Application for Renewal of Guardianship Program	Online	266665	02/11/2026	Review by State	Application Summary	View Details	Withdraw	Received by State





JBCC LICENSING DEPARTMENT'S CONTACT INFORMATION

- **Court Reporter Certification Department:**
Email: courtreporting@txcourts.gov
Phone: 512-475-4368, Ext. 3
- **Guardianship Certification Department:**
Email: guardians@txcourts.gov
Phone: 512-475-4368, Ext. 5
- **Licensed Court Interpreter Department:**
Email: Courtinterpreters@txcourts.gov
Phone: 512-475-4368, Ext. 4
- **Process Server Certification Department:**
Email: processservers@txcourts.gov
Phone: 512-475-4368, Ext. 1