HOW TO APPLY FOR RENEWAL WITH THE JBCC

TABLE OF CONTENTS

❏ Online System overview *(what you can do in the system)*

❏ Important Renewal Information

❏ Requirements for Guardianship Program Registration Renewal

❏ How to Apply for Renewal Online *(step-by-step instructions)*

❏ Contact Information for the Guardianship Certification & Programs Department

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 issues, 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

Enter your Login Name and Password, then click Login

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

Click Next on the screen below

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.

<< Back | Next >>

Program Information

Program Name * — MY FAKE PROGRAM

DBA Name —

Program Director Information

First Name * — MARSHA | Middle Name —

Last Name * — BRADY | Role * — Program Director

Email * — guardians@txcourts.gov | Phone * — 512-555-5555

<< Back | Next >> ← Click Here

Reset

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.

<< Back   Next >>

Mailing Address   Copy From [▼]

Country *	United States ▼			Apt/Unit/etc.	[ ]
Address *	1234 MY STREET				
City *	AUSTIN	State/Province *	TEXAS ▼	Zip *	78701
County *	TRAVIS ▼	Primary Phone # - Ext *	512-555-5555	Alternate Phone # - Ext	
Fax		Primary E-mail *	GUARDIANS@TXCOURT!	Alternate E-mail	

Physical Location   Copy From [▼]

Country *	United States ▼				
Contact Person	Jan Brady				
Address *	1234 MY STREET			Apt/Unit/etc.	[ ]
City *	AUSTIN	State/Province *	TEXAS ▼	Zip *	78701
County *	TRAVIS ▼	Primary Phone # - Ext	512-555-5555	Alternate Phone # - Ext	
Fax		Primary E-mail	GUARDIANS@TXCOURT!	Alternate E-mail	

<< Back   Next >>   ← **Click Here**

Reset

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

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 * [Gamora Green] ← 1. Enter name, press Tab   Date * [02/12/2026] ← 2. Enter Date, press Tab

<< Back

3. Press Enter → **Submit Application**

Aithent Licensing System Version 11.3.22.06 Dated: January 09, 2026 | Copyright © 2026 Aithent Inc.

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

You'll see the message below as your payment is being processed.
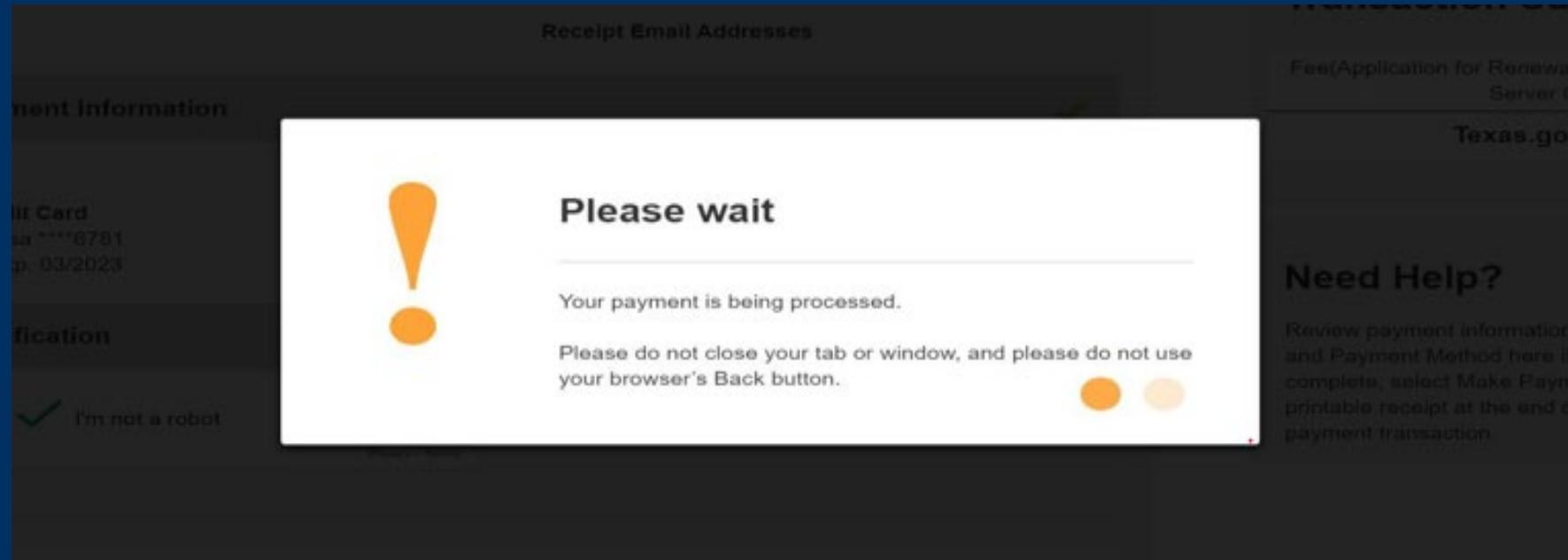
Confirmation page. After your payment is processed, you'll be taken to page of your application. From here you should print your payment receipt and application summary for your records, then click Return to Home

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)

Return To Home

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