

As of January 1, 2009, fiduciaries appointed by the courts or hired by individuals or families in California must hold a valid license as a professional fiduciary unless specifically exempt under State law.

The Professional Fiduciaries Bureau is a State agency created in 2006 under the Department of Consumer Affairs to license and regulate professional fiduciaries in California.

**Who must be licensed?**

- A conservator or guardian for two or more people.
- A trustee or agent under durable power of attorney for healthcare or finances for more than three people.

**Who is exempt from licensing?**

Some professionals who perform fiduciary duties working within their scope of practice are exempt from licensing. They include:

- Attorneys
- Certified Public Accountants
- Enrolled agents for the Internal Revenue Service
- Broker-dealers and investment advisers
- Employees of the following:
  - » Trust companies
  - » Institutions insured by the Federal Deposit Insurance Corporation
  - » Corporations regulated by the Securities and Exchange Commission
  - » Public offices or public agencies

**Do you provide fiduciary services and need to be licensed?**

## What are the requirements to apply for a license?

You must:

- Meet the education and experience requirements.
- Complete 30 hours of pre-licensing education given by a provider approved by the Professional Fiduciaries Bureau.
- Submit a completed application, including information on conviction, bankruptcy, and breaches of fiduciary duties.
- Pay the \$400 application fee.
- Supply fingerprints to the Department of Justice for a criminal background check.
- Consent to a credit check for the application review process.

A license application packet and checklist are available online at [www.fiduciary.ca.gov](http://www.fiduciary.ca.gov).

## When do I take the exam?

After the Bureau determines you are eligible to take the exam, you register for the exam with the Center for Guardianship Certification. Go online to [www.guardianshipcert.org](http://www.guardianshipcert.org), or call CGC at (717) 238-4689 for more information about the exam.

After you pass the exam, you must submit the license fee to the Bureau to receive your license.

## Where do I find out more about a career as a fiduciary?

Contact the Bureau or one of these professional groups:

- Professional Fiduciary Association of California  
[www.pfac-pro.org](http://www.pfac-pro.org)  
(866) 886-7322
- Center for Guardianship Certification  
[www.guardianshipcert.org](http://www.guardianshipcert.org)  
(717) 238-4689
- National Guardianship Association  
[www.guardianship.org](http://www.guardianship.org)  
(877) 326-5992

## How do I stay informed about Bureau activities?

Join the Bureau's interested party mailing list. Go online to [www.fiduciary.ca.gov](http://www.fiduciary.ca.gov) and click on "Sign up to Receive Advisories" under "Quick Hits."

## How do I report something to the Bureau?

To report unlicensed activity or financial elder abuse or to file a complaint, contact the Bureau by mail, e-mail or phone.

Professional Fiduciaries Bureau  
P.O. Box 989005  
West Sacramento, CA 95798-0005

E-mail: [fiduciary@dca.ca.gov](mailto:fiduciary@dca.ca.gov)

Phone: (916) 574-7340  
Fax: (916) 574-8645

## Professional Fiduciaries Bureau

### *Mission*

*To protect the consumer through licensing and monitoring, and to ensure competent and ethical standards of practice for professional fiduciaries.*

### *Vision*

*To maintain and enhance the physical, emotional, and financial well-being of consumers by promoting the highest professional fiduciary standards.*

