

# **Programming Pre-Approved for Private Process Server Continuing Education Credit**

**Classes may qualify for hours indicated.**

**NOTE:** Individuals who hold valid certification as a certified private process server may sign up for State Bar continuing education courses at the discounted member rate. Please see instructions posted at <http://www.supreme.state.az.us/cld/pps.htm>

## **SELF STUDY PROGRAMS**

### **Maricopa County Bar Association**

The Ins & Outs of the Landlord and Tenant Act (3 hrs) CE022303

Cost - \$105.00

Materials must be pre-ordered

Contact: 602-257-4200 ext. 131

### **State Bar of Arizona**

Online CLE Course 1 hour

Are Ethics Optional in the Law?

Cost \$35.00

Contact: Jennifer Sonier 602-340-7346

[Jennifer.sonier@staff.azbar.org](mailto:Jennifer.sonier@staff.azbar.org)

### **Phoenix Library**

Burton Barr Central Library – 1221 North Central Avenue, Phoenix, Arizona

Cholla Branch Library – MetroCenter – 10050 Metro Parkway East

Cost – Free

Seating is first come, first served. Free tickets for classes are available 30 minutes before class time.

Schedule changes monthly. Most classes held one a week. Go to

[www.phoenixpubliclibrary.org](http://www.phoenixpubliclibrary.org) or call 602-262-4636.

Part 1: Getting to Know a Computer – 1.5 hours

Part 2: Basic Computer Skills – 1.5 hours

Part 3: Introduction to Word Processing (Basic Computer Skills II) – 1.5 hours

Part 4: Word Processing II – 1.5 hours

Part 5: Introduction to the Internet – 1.5 hours

Part 6: Searching the Internet – 1.5 hours

Part 7: Basic E-Mail –

Part 8: E-Mail II –

Part 9: [www.phxlib.org](http://www.phxlib.org) – your one-stop spot for information (no credit)

Part 10: Computer Practice Session -

Also pre-approved from Phoenix library:

CD – Non Violent Communication by Marshall Rosenberg – 5 hours

#153.6 R723n Volume 1-4  
DVD – Rapid-fire – A Revolutionary New Approach to Women’s Self Defense – 1 hour  
#613.66082 R181

**Law Library**

Law Library – 2<sup>nd</sup> Floor  
East Court Building  
101 W. Jefferson, Phoenix, Arizona

Cost: Free

Course: Learn to Use the Law Library’s Free Westlaw Patron Access

Class is held the first Tuesday of each month from 9-10 a.m. Space available on a first come first served basis. For more information call 602-506-3461.

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**OTHER CLASSES OFFERED**

Individuals who are interested in these classes should contact Barry A. Kintner directly at [arizonainvestigatorsassociation.com](http://arizonainvestigatorsassociation.com)

Computer	3 hours
Utilities	2 hours
WordPad	2 ½ hours
Intro to Corel WordPerfect	3 hours
Intro to Microsoft Word	3 hours
Intro to Excel & QuattroPro	3 hours
Basic PDFs	1 hour
Advanced PDFs	2 hours
Reports and the Semantics of Reporting	3 hours
Intro to Using the Internet	1 ½ hours
Internet Basics	1 ½ hours
Email and Faxing	2 hours
Business & Client Communication	2 hours
Digital Cameras	2 hours
Using Your Digital Photographs	1 ½ hours
Digital Photography and Editing Basics	2 hours
Recording and Storing Voice Recordings On Your Computer	2 hours
Drawing Software	2 hours
Forms Creation	2 hours

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Individuals who are interested in the following classes should contact the Arizona Process Servers Association directly at [www.arizonaprocessservers.org](http://www.arizonaprocessservers.org)

BASIC Course – intended for individuals who are applying to become a process server.

Rules of Civil Procedure – intended as continuing education for certified process servers.

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## **Discovery Detective Academy** since 1996

[www.discoverydetectiveacademy.org](http://www.discoverydetectiveacademy.org) 7418 E Helm Drive, Scottsdale, AZ 85260 480-951-6545

### **Arizona Professional Process Server Training & Continuing Education**

#### **Step 1: Prepare**

##### Professional Process Server Course

Professional business license preparation for Arizona Process Serving. Learn:

- Arizona process server laws and rules of service
- how to properly serve
- how to file and fill out an affidavit of service
- best business practices
- three tests given to sharpen your test taking skills and reinforce our training
- if you do not pass the licensing test, you may retake this course at no additional cost
- can be taken for continuing education - 10 CE credits for refresher and updates in the laws
- day and evening classes
  - does not include licensing test and licensing fees

#### **Step 2: Set up your business to succeed**

##### CE classes offered monthly

After you are licensed and know how to operate within the laws, continue your business education and advance your skills by learning topics that will help earn your practice more money or save you money from unknown liability issues. Pick from a wide selection of topics: setting up client contracts, interfacing with law enforcement, advertising, and choosing a customer base, skip trace / locate subjects, investigative databases, stakeout / surveillance, undercover.... Take these classes to learn while staying in compliance with your ten (10) hours a year mandatory Arizona Supreme Court continuing education requirements.

#### **Continuing Education Training Certificates**

approved for licensed AZ Process Servers and other Legal Professionals

#### **1st Saturday's: 10 CE credits in one day! Topics below alternate.**

1. skip locates / difficult process service / law
2. surveillance / stakeout & undercover / interfacing with law enforcement / law
3. business set up – contracts, ethics, advertising, client base, common employee and client issues / law

#### **Original Professional Process Server law class to get started, or for CE credit**

- even months - evenings
- quarterly day classes

**Most ISA - track classes & Professional Investigator classes can be taken individually for CE credit.**

Call 480-951-6545 to schedule these.

- ISA - T & TH evenings
- Professional Investigator days

**Private CE class**

- at our location - 6 student minimum
- at your location - 10 student minimum \*out of town travel charge
  - topic and class date of your choice

State agencies we are approved by SPIRIT contract #EPS060041-43 as a state training vendor

Order a process server class online at

<http://www.shop.discoverydetectiveacademy.org/category.sc?categoryId=14>

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Individuals who are interested in the following class please contact Glen Duke at (480) 373-8532:

Field Preparation and Survival – 2 credit hours.

Process Server Field Ride-Along – 5 credit hours, cost \$250.00.

Classes offered at US Express Process, 2078 E. University Drive, Tempe, Arizona 85281.

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## **Phoenix College**

The following classes were approved for the **Spring and Fall Semesters for 2006:**

AJS-101 Introduction to Criminal Justice – 5 credit hours

AJS-150 Defensive Tactics – 2 credit hours

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Academy of Private Investigation and Loss Prevention

PO Box 3982

Chandler, AZ 85244

602-359-1311

<http://az.phoenix.theacademyusa.org/>

POINT SEMINARS CLICK ON SCHEDULE

Private Process Server – Pre-certification – no credit hours

Private Process Server – Standard – approved for 10 hours

Private Process Server – Advanced – approved for 10 hours

Private Process Server – Spanish Language – approved for 5 hours

Private Process Server – Advanced Spanish Language – approved for 5 hours

Private Process Server – Condensed Seminar – approved for 5 hours

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Corder Community Services  
Attn: Terry Ringey  
1321 E. Lumbermens Loop Ste 108  
Show Low, AZ 85901  
928-532-0090

Security & Investigations Training – Approved for 6.75 credit hours

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AAA Legal Services  
690 E. Warner Rd #115  
Gilbert, AZ 85296  
480-306-6635  
[www.AAALegalservices.com](http://www.AAALegalservices.com)  
Email - [Donna@AAALegalServices.com](mailto:Donna@AAALegalServices.com)

Basics of Process Service – Approved for 5.0 credit hours  
**(If taken prior to certification no credit hours approved)**

## Advanced Process Server Training – Approved for 5.0 credit hours

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