

PRIVATE PROCESS SERVER INDIVIDUAL REQUEST FOR PRE-APPROVAL OF CONTINUING EDUCATION

Continuing Education points are awarded in accordance with the adopted Program Continuing Education Policy. Credit is awarded based on content and clock hours of study. Descriptions and credentials must be submitted for each session.

REQUESTING INDIVIDUAL INFORMATION:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

EMAIL: _____

PHONE: _____

FAX: _____

PROGRAM INFORMATION:

PROGRAM/ ACTIVITY NAME: _____

PROGRAM DATES: _____

LOCATION: _____

BRIEF SUMMARY OF COURSE CONTENT AND HOW IT RELATES TO PROCESS SERVING:

TYPE OF PROGRAM:

Classroom/Conference Instruction

- Seminar/Workshop
- Broadcast

Credit Hours: _____

Independent Learning:

- Internet/Web Based
- Audio/Video Tape
- Writings Directly Relevant to Job
- Correspondence/Home Study
- College Accredited

Credit Hours: _____

Title of Session(s)	Date	Time	Hours	Instructor/Presenter

Credit Hours: To calculate credit hours: 1) Take total hours attended, 2) Subtract time spent for introductory remarks, breaks, meals, business meeting, 3) Enter remaining hours in space provided. Exception: A college accredited course is the number of college credit hours x 2 not to exceed 50% of the total number of continuing education points necessary. For example, if a college course is worth 3 credit hours, 3 credit hours x 2 = 6, however, only 5 points will be counted toward your continuing education points.

Required Documentation to be attached: Independent Learning must include a summary of what was learned and how the contents directly relate to process serving. Courses that have not been preapproved must have an attached agenda and/or sample of handouts.

I am submitting the above request for continuing education credit and understand that unless preapproved, all training is subject to approval.

Applicant Signature: _____ **Date:** _____

<u>Shaded area is for official use only</u>	
<input type="checkbox"/> Approved	Credits _____ <input type="checkbox"/> More Information Needed
	Explain: _____
<input type="checkbox"/> Denied	Reason _____
Signature: _____	

Mail this form to: Arizona Supreme Court, Private Process Server Program, 1501 W. Washington, Suite 104, Phoenix, Arizona 85007 or fax to: 602-452-3958 or email to: ProcServ@courts.az.gov. Please note that this form does not serve as a Certificate of Attendance. Documentation must be provided at the time you apply for renewal of your certification to show you attended the class.

