

**PRIVATE PROCESS SERVER PROGRAM  
PROPOSAL FOR COURSE ACCREDITATION**

**Please Type or Print in Ink**

**Faculty (Individual Name or Names)** \_\_\_\_\_  
*(Attach Information on Qualifications of Faculty)*

**Course Title** \_\_\_\_\_

**Date and Time of Presentation** \_\_\_\_\_

**Location** \_\_\_\_\_

**Proposed Audience** \_\_\_\_\_

**Actual Instructional Hours (Proposed CE Hours)** \_\_\_\_\_

**Course Content** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Objectives** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Evaluation Method** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**OVER**



# CERTIFICATE OF ATTENDANCE

THE UNDERSIGNED COURSE SPONSOR CERTIFIES THAT THE PARTICIPANT INDICATED WAS IN ATTENDANCE AT THE COURSE DESCRIBED.

Sponsor: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Location: \_\_\_\_\_

Course Date(s): \_\_\_\_\_

Faculty: \_\_\_\_\_

Total Credit\* Hours: \_\_\_\_\_

*\* 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.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Sponsor's Name Printed

\_\_\_\_\_  
Sponsor's Signature

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## CERTIFICATION OF PARTICIPANT

I, \_\_\_\_\_ (*printed name*) certify I attended a total of \_\_\_\_\_ credit\* hours at the course described above. I am submitting this documentation in accordance with the Arizona Code of Judicial Administration 7-204(F)(7).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

**Keep this certificate in your file until you are ready to file your application for renewal of certification. Do not file it with the Clerk of the Court until you file your renewal application.**

**APPLICATION FOR CREDIT FOR INSTRUCTION  
PRIVATE PROCESS SERVER PROGRAM**

**Name, Address and Telephone Number of Applicant:** \_\_\_\_\_

\_\_\_\_\_

**Name, Address and Telephone Number of Sponsor:** \_\_\_\_\_

\_\_\_\_\_

**Title of Course or Activity:** \_\_\_\_\_

\_\_\_\_\_

**Date, City and Exact Location of Each Presentation of the Course:** \_\_\_\_\_

\_\_\_\_\_

**Subject Matter Taught:** \_\_\_\_\_

\_\_\_\_\_

**Number of Clock Hours Spent in Teaching (at a Single Presentation of the Course):** \_\_\_\_\_

**Number of Credit Hours Requested:** \_\_\_\_\_

*Pursuant to Section D(4) of the adopted Continuing Education Policies, an individual may receive credit for actual presentation time, plus up to two hours for each hour of presentation time. A maximum of 5 hours per twelve month period may be granted for service as faculty.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**SUBMIT THIS FORM, WITH COURSE MATERIALS TO:**

Private Process Server Program  
Administrative Office of the Courts, Certification and Licensing Division  
1501 West Washington, Suite 104  
Phoenix, AZ 85007

**Approved** \_\_\_\_\_

**Credit Hours** \_\_\_\_\_

**Disapproved** \_\_\_\_\_

\_\_\_\_\_  
**Signature, Administrative Office of the Courts  
Private Process Server Program**

\_\_\_\_\_  
**Date**