

# **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**

### **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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# ARIZONA PROCESS SERVER TRAINING

a division of **Discovery Detective Academy** since 1996

<http://www.ArizonaProcessServerTraining.com> 7418 E Helm Drive, Scottsdale, AZ 85260

**480-951-6545**

Arizona Process Server Training & Approved Continuing Education

OUR CLASSES CAN BE TAKEN IN CLASSROOM OR **\*\*VIRTUAL CLASSROOM**

## **Step 1: Prepare –**

Original Professional Process Server law class to learn:

- Arizona process server laws and rules of service
- how to properly serve
- basics on 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
- 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
  - check our website for licensing requirements, disqualifiers, and test dates
  - if taking virtual we will mail out your study guide so please allow 1 week

## **Step 2: Set up your business to succeed by continuing your education**

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, be more professional, or save you money from unknown liability issues. Pick from a wide selection of topics. Our Continuing Education Training Certificates are approved for licensed AZ Process Servers as well as other Legal Professionals.

**CE Topics below are available 1<sup>st</sup> Saturdays for (10) hr CE or can be taken weekdays in our Professional Investigator Master Course for (4) – (6) hr CE:**

- skip locates
- records research
- on-line research and databases
- difficult locates & difficult serves
- surveillance
- undercover
- digital photography

- business set up
- report writing

**Want a private CE class?** Pick a topic and class date of your choice

- at our location - 6 student min
- at your location - 10 student min plus out of town travel charge
- Virtual – 6 student min

**Order your class, sign up, and pay for your class online at:**

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

For your convenience we accept; Visa, Master Card, Discover, Pay Pal and Government training dollars.

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

**\*\* VIRTUAL CLASSROOM** – Train from anywhere with an internet connection, a web cam and microphone. After you have enrolled we will send you your log in and easy one time set up instructions. Please log in 15 minutes prior to the class start time, show us your picture ID and join our class. You will be able to see and interact real time with classmate both in classroom and virtual, and your instructor. We have cameras in our classroom on the instructor and students. They will see you and what you see on a 55” flat screen monitor. Note: Handouts with the exception of the process servers manual will be sent to you prior to class in PDF form by e-mail.

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

Field Preparation and Survival – **Approved for 5 credit hours**

Process Server Field Ride-Along – **Approved 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**

AJS-101 Introduction to Criminal Justice – **Approved for 5 credit hours**

AJS-150 Defensive Tactics – **Approved for 2 credit hours**

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## The Academy

Academy of Private Investigation and Loss Prevention

PO Box 20654

Mesa, AZ 85277

602-359-1311

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

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 – Advanced Private Process Service and Ethics – **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**

Private Process Server – Advanced 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** – this course teaches newly licensed Process Servers basics inherent to service of process in Arizona; how to properly serve documents, completing and filing affidavits with the Courts, etc.

**(If taken prior to certification no credit hours approved)**

Advanced Process Server Training – **approved for 5.0 credit hours** – this course teaches newly licensed Process Servers and those needing a “refresher” course in service of process in the state of Arizona.

Owning/Operating a Process Service Firms – **approved for 5.0 credit hours** – this course teaches the basics of owning/operating a Private Process firm; course prepares individuals on how to efficiently operate a Process Service firm; tips for handling paper flow of legal documents and streamlining operations; insurance requirements, registration and reporting requirements; equipment to effectively operate your business; software specific to the Process Service industry; marketing/development of process service firms.

Using Technology and Other Efficiencies to Manage Your Process Server Business – **approved for 5.0 credit hours** – this course teaches use of technology to streamline activities necessary for service of process and related aspects of service of process, court filing, etc.

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PIeducation.com  
4657 Gulf Breeze Parkway, Ste D  
Gulf Breeze, FL 32563  
877-363-4887  
[www.pieducation.com](http://www.pieducation.com)

Advanced Skip Tracing Techniques – online CE course – **Approved for 10.0 credit hours**

Truth or Consequences: Hiring for Integrity – online CE course – **Approved for 10.0 credit hours**

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American Process, LLC  
P.O. Box 14057  
Phoenix, AZ 85063-4057  
623-846-4364

[info@generallegalsupport.com](mailto:info@generallegalsupport.com)

Commonly Used Forms by Process Servers and the Most Commonly Served Documents in Arizona  
**Approved for 3.0 credit hours**

Review and refresh your knowledge of Rule 4 of the Court Rules of Civil Procedure for Arizona and all fifty States including the Federal Rule 4 of the Rules of Civil Procedure – **Approved for 5.0 credit hours**

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Tactical Firearms Training, LLC  
[www.arizonaconcealed.com](http://www.arizonaconcealed.com)  
480-371-7000

NRA Home Firearm Safety Course – **Approved for 4.0 credit hours**

Strategic Intelligence Services PLLC  
Christine Burke  
480-588-0511  
[www.StrategicintelligenceServices.com](http://www.StrategicintelligenceServices.com)

Preventing Sexual Harassment – online CE course – **Approved for 1.5 credit hours**

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