

**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 preparation 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