PRIVATE PROCESS SERVER CONTINUING EDUCATION ALLOCATION FORM

for classes 8 hours or more

(see next page for an example)

Certificate Holder's Name:_____

Date:_____

Training Title:_____

Provided by:_____

TIME ALLOCATED	SUBJECT MATTER/ACTIVITY	PRESENTOR
Total Time:		

PLEASE ATTACH A COPY OF THE AGENDA AND CERTIFICATE OF ATTENDANCE

PRIVATE PROCESS SERVER CONTINUING EDUCATION ALLOCATION FORM
for classes 8 hours or more

Certificate Holder's Name: Kimberly Siddall

Date: 6/22/13

Training Title: Private Process Training

Provided by: ACME Training Services

TIME ALLOCATED	SUBJECT MATTER/ACTIVITY	PRESENTOR
7:00 am – 7:05 am	Introduction	Jon Smith
7:05 am – 8:35 am	Surveillance Synopsis	Jon Smith
8:35 am – 841 am	Preparation and Intake Procedures	Rachel Long
8:41 am -851 am	Break	
8:51 am -932 am	Today's Technology	Roy Jones
9:32 am -1015 am	Notes & Report Writing	Jon Smith
10:15 am -1025 am	Break	
10:25 am -1202 am	Legal Aspects	Rachel Long
12:02 pm -1222 am	Lunch	
12:22 pm – 1:44 pm	Review Court Rules	Roy Jones
1:44 pm – 1:54 pm	Break	
1:54 pm – 2:30 pm	Making Ethical Decisions	Roy Jones
2:30 pm – 3:55 pm	Non-Violent Communication	Jon Smith
3:55 pm – 4:06 pm	Break	
4:06 pm – 5:15 pm	Skip Tracing	Roy Jones
5:15 pm – 6:00 pm	Questions and Answers	Jon Smith, Roy Jones, Rachel Long
Total Time: 10 hours		

EXAMPLE

PLEASE ATTACH A COPY OF THE AGENDA AND CERTIFICATE OF ATTENDANCE