

# PRIVATE PROCESS SERVER PROGRAM 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

## 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.**