

**PRIVATE PROCESS SERVER INDIVIDUAL REQUEST FOR  
APPROVAL OF SPONSORED CONTINUING EDUCATION  
ACTIVITY**

Continuing Education points are awarded in accordance with the adopted Program Continuing Education Policy. Credit is awarded based on content and clock hours of study. **Descriptions and credentials must be submitted for each session.**

**PROCESS SERVER'S INFORMATION:**

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

FAX:

**TYPE OF PROGRAM:**

**Please check type of class/conference:**

Seminar/Workshop  
Webcast/Broadcast  
Conference  
College Course

Credit Hours Requested:

**CE ACTIVITY INFORMATION:**

Activity/Course Name:

Sponsoring Entity:

Date(s) Activity Completed:

Location:

**\*\* Credit Hours:** To calculate credit hours: 1) Take total hours attended, 2) Subtract time spent for introductory remarks, breaks, meals, business meetings, 3) Enter remaining hours in space provided. Exception: A college accredited course is the number of college credit hours x 2 **not to exceed 50% of the total number of continuing education points** required for one year. For example, if a college course is worth 3 credit hours, 3 credit hours x 2 = 6, however, only 5 hours can be counted toward your continuing education credits.

**\*\*REQUIRED DOCUMENTATION TO BE ATTACHED: COURSES THAT HAVE NOT BEEN PREAPPROVED MUST HAVE ATTACHED AGENDA AND COURSE MATERIALS. YOUR REQUEST WILL NOT BE APPROVED WITHOUT THESE DOCUMENTS.**

Also, please note that this form does not serve as a Certificate of Attendance. Documentation must be provided at the time you apply for renewal of your certification to show you attended the class. If the sponsor does not provide you with a Certificate of Attendance, you must have the court-approved Certificate of Attendance completed by the sponsoring entity.

**I am submitting the above request for continuing education credit with the understanding that I may be required to provide additional documentation as requested by the presiding judge or his/her designee.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Shaded area is for official use only**

Approved      Credit Hours \_\_\_\_\_      More Information Needed  
Explain: \_\_\_\_\_

Denied      Reason \_\_\_\_\_

Signature: \_\_\_\_\_