



# JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

## Process Server Certification

### Continuing Education Course Approval Form

Please Type or Print Legibly.

**Please check the appropriate box below.**

Providers:  CE Program Provider

Process Servers:  Program Attendee

**Submit completed application with supporting documentation to:**

P O Box 12066, Austin, TX 78711-2066, or 205 W. 14<sup>th</sup> St., Ste. 600, Austin, TX 78701, **or** email it to [Continuinged@txcourts.gov](mailto:Continuinged@txcourts.gov). Physical address is for overnight and hand delivery only.

(All fields must be completed. Notifications to applicants will be sent via email.)

<b>Name of Requestor:</b>	
<b>Certification Number:</b>	
<b>Certification Expiration Date:</b>	

<b>Mailing Address:</b> (Include city, state, and zip)					
<b>Phone #:</b>		<b>Fax #:</b>		<b>Email Address:</b>	

<b>Name of Program Provider:</b>	
----------------------------------	--

<b>Provider Contact Person:</b>	<b>Provider Phone Number:</b>

<b>Title of Program:</b>	
--------------------------	--

<b>Date(s) of Program:</b>	<b>City &amp; State of Program:</b> <i>(name of website if online course)</i>

<b>Total Hours Requested:</b>

**Please provide a detailed description of the program in the field below.** *(Additionally, attach a brochure or course outline to describe the content of the program, the time devoted to each segment, and the presenters.)*

**How does this program increase or maintain the skills or competence of a process server?**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### **Please carefully review the following information**

- **Program Numbers.** These are the numbers assigned by the JBCC to the Provider for a particular program. Please clearly indicate the Texas program number on your certificates of attendance that you issue to your attendees. For example, putting ‘*TX Program Number*’ in front of it. Please do not use spaces, dashes, or symbols in the program number; it must appear on the certificates exactly as it is on the approval notification you receive from our office.
- **Program names.** We find that sometimes applicants do not seem to know the names of the programs they attended. Example: ‘ABCD Midyear Seminar, Food for Thought’. Sometimes they cannot tell which of the title is the actual program name or if it’s the entire name. A suggestion would be to put “title” in the appropriate place. For example, *Title: “ABCD Midyear Seminar, Food for Thought.”*
- **Hours earned for program.** Hours earned for programs must be listed as actual clock hours in quarter hour increments. *Example: .25= 15 min., .50=30 min., .75= 45 min, 1 or 1.0= 1 hr.*
- **Listing clock time of instruction.** Actual clock time of instruction is to be listed as a total; not per session.
- **A complete application packet consists of:** the application itself, the course outline/agenda/brochure, and the speaker resumes/credentials. Copies of the program materials are not needed (i.e., slide show printouts, booklets, etc.).
- **Course outlines** must break down the programs by showing the start/end times of each session, as well as identity times for breaks/lunch. Additionally, outlines must include a description of each session of the program. For online courses, as they tend to be self-paced, please indicate the duration of each session in quarter hour increments.
- When completing your approval request forms, if you have one program in several locations, it is not necessary to complete a separate form for each location. On the approval form, where it requests the location of the program, you will list all locations if it is the same program. A separate form is needed for different programs.
- Please **do not** indicate ‘see attached’, or variations thereof, in lieu of completing the form. All fields on the form must be completed.
- **Program Dates for online programs.**
  - 1) Indicate the specific date(s) the course will be offered (if it’s only to be offered on a certain date or dates),
  - 2) Indicate the date you intend to start the program the program as well as the end date (which can be no more than a year from the start date), **or**
  - 3) Indicate ‘One year from approval’ (if it’s an ongoing course without a specific start date.)
- **Reporting locations for online programs.** For online courses, please indicate the website address for the program.
- **Electronic Submission of Forms.** If submitting form electronically, please submit your packets as one complete file that contains everything. For example, one pdf document that includes the application as well as all supporting documentation. Please do not submit Zip files. Please do not submit emails with multiple attachments (i.e., the application, outline/brochure/agenda, and speaker resumes/credentials as separate attachments).

Please submit questions or concerns regarding this process to: [Continuinged@txcourts.gov](mailto:Continuinged@txcourts.gov). Thank you.