

HOW TO APPLY FOR CE APPROVAL ONLINE

Licensees Seeking CE Approval:

1. Login to your online profile
2. Click the **CE Approval Request** button on the **What Do You Want to Do** menu. After that, you will be taken the application and you follow the instructions (starting around step #5) from there.

Note: the documentation requirements are the same for all CE approval requests, whether submitted by licensees or CE providers.

CE Course Providers:

If it is your first time applying for CE approval, you must start with steps #1 & #2.

If you have applied in our online system before, you would simply start the application process by logging into your profile, and clicking the **CE Approval Request** button on the **What Do You Want to Do** menu. After that, you will be taken the application and you follow the instructions (starting around step #5) from there.

1. Click on the tab for your program on the screen below

Online Certification and Licensing System

Court Reporters **Process Servers** **Court Interpreters** **Guardians**

USER LOGIN

Login Name
Password

[Forgot Login/Password](#) **Login**

Password is case sensitive.

SITE LINKS

To Search for Certified Process Server: [Click Here](#)

To search for an approved Continuing Education Course for Process Server: [Click Here](#)

For any questions please contact us at processservers@txcourts.gov. For more information, please [Click Here](#)

Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission

The Process Server Certification program certifies process servers and improves the standards for persons authorized to serve process statewide. For more information on certification requirements, statutes, rules, policies and standards, please visit the JBCC website, <http://www.txcourts.gov/jbcc/process-server-certification>

Existing Certification

Existing Individuals/Firms registered with State [Click Here](#) to create online profile.

First Time Applicant

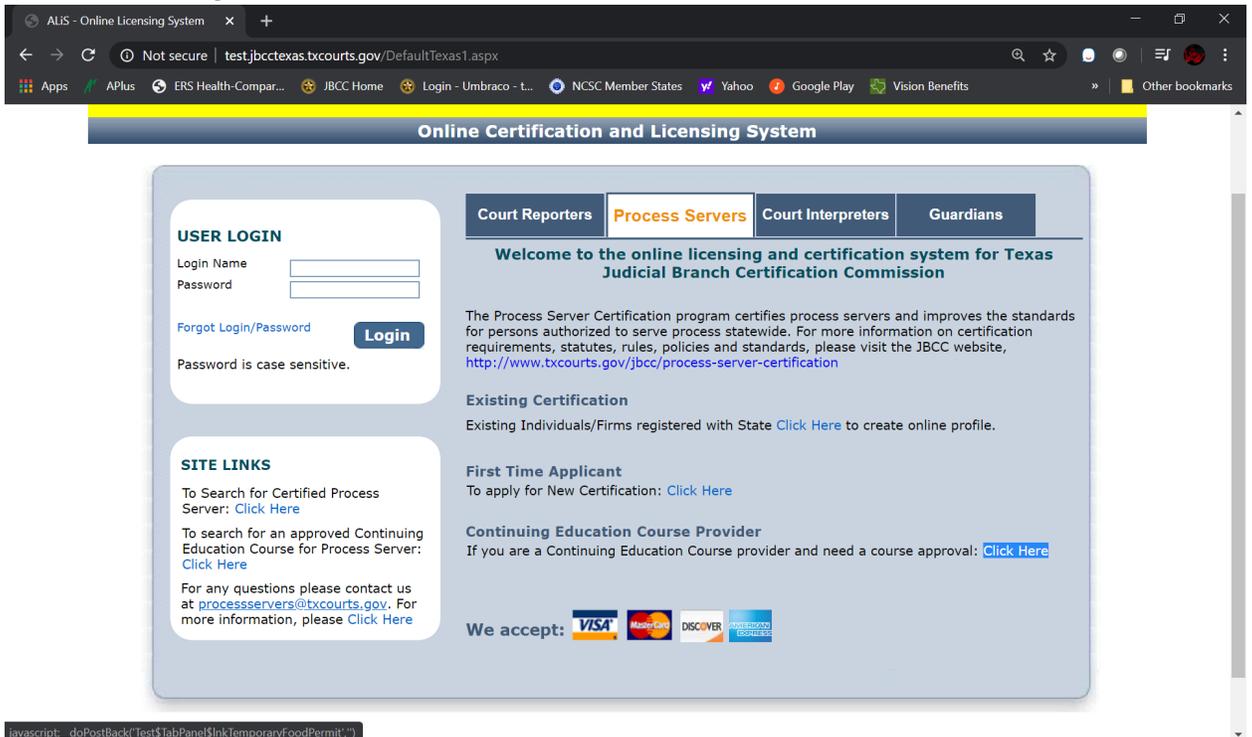
To apply for New Certification: [Click Here](#)

Continuing Education Course Provider

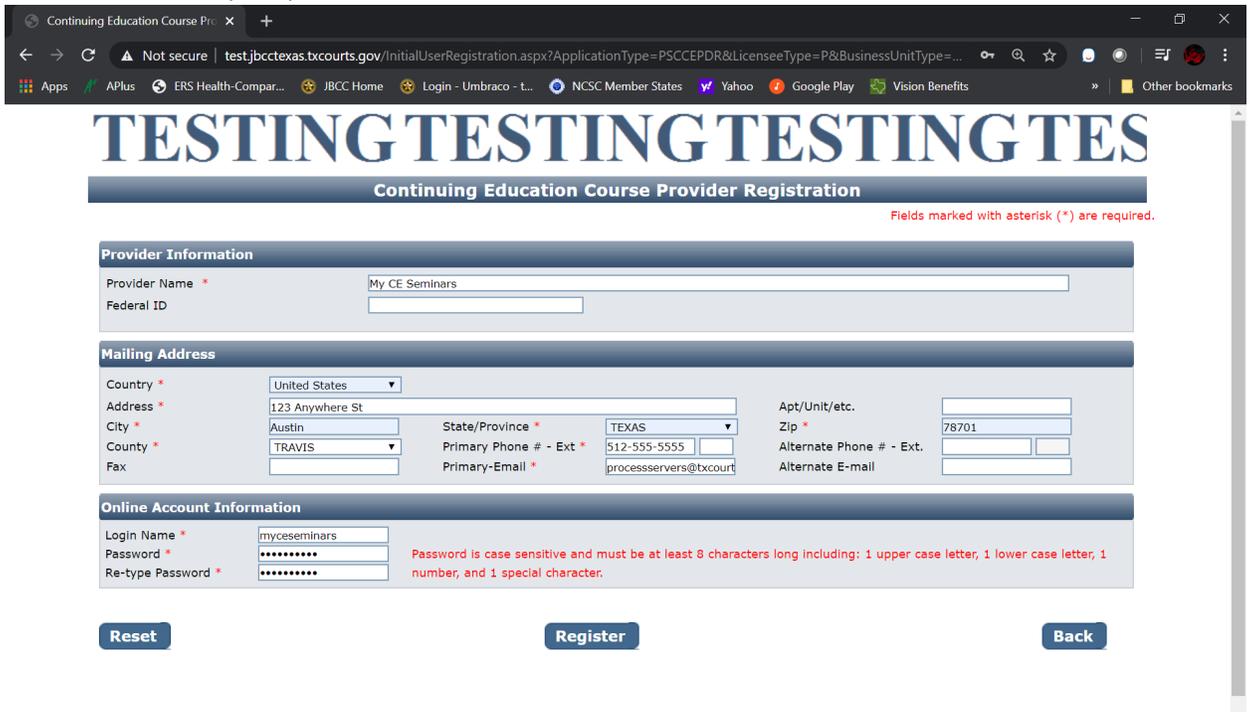
If you are a Continuing Education Course provider and need a course approval: [Click Here](#)

We accept:

- In the “Continuing Education Court Provider” section, click on Click Here



- On the Continuing Education Course Provider Registration page, complete all fields with an asterisk (*). In the Online Account Information section, enter the Login Name and Password you want to create for your profile.



4. Once All fields are completed, click **Register** to move on to the **Continuing Education Course Approval Request by a Provider Preliminary** page.
 - a. Select the button next to the application for your program (i.e., court reporter, court interpreter, process server, or guardianship certification)

Continuing Education Course Approval Request by a Provider (Process Server Certification) - Preliminary

Fields marked with asterisk (*) are required.

Application Type

Which application would you like to apply?

- Continuing Education Course Approval Request by a Provider (Process Server Certification)
- Continuing Education Course Approval Request by a Provider (Court Reporter Certification)
- Continuing Education Course Approval Request by a Provider (Guardianship Certification)
- Continuing Education Course Approval Request by a Provider (Court Interpreter)

Reset **Next**

Aithent Licensing System Version 10.0.167.03 Dated: January 29 2020 | Copyright © 2020 Aithent Inc.
For any questions please contact: Process Server Certification (processservers@txcourts.gov)

5. Click **Next** to go start the application. The first page is **Course Information**. On this page, you must do the following:
 - a. Upload a copy of the course outline. Note: only upload **one** document. The outline should only be a few pages and should be in pdf or doc format. Please ensure the outline meets the requirements established in the instructions under Item #1 on the application. (i.e., includes the dates, locations, times, etc. of the course).
 - b. Upload the speaker bios. Note: only upload **one** document. The document should be in pdf or doc format. If you have multiple bios, they must all be included in the one document. Do not upload multiple documents.
 - c. Enter the **Course Detail Information**
 - i. **Course Title**.
 - ii. **Offered Date**. (Note: must enter the start and end date of the course.)
 - iii. **Type**. (i.e., Online, Seminar, or Other)
 - iv. **Comments**. (Note: this is *optional*. It would only be for information not already included on the course outline or elsewhere on the application.)
 - d. Enter the **Course Contact Information**
 - i. Contact Person.
 - ii. Course Location. (Note: Enter the City for in-person courses, or the website for online courses)
 - iii. City (skip this field)
 - iv. Apt/Unit/etc. (skip this field)

- v. State (unless it is an out-of-state location, skip this field)
 - vi. Zip (skip this field)
 - vii. Primary Phone #-Ext
 - viii. Alternate Phone # (this is optional)
 - ix. Fax (this is optional)
 - x. Primary Email
 - xi. Alternate Email (this is optional)
 - xii. Web Address (skip if not an online course)
- e. Enter the **Requested Credit Hours**. Enter in quarter hour increments (i.e., 2.0, 1.5, etc.)

The screenshot shows a web browser window with the following content:

Mandatory Required Document(s)
You must attach at least one scanned document with each line item prior to submit the application. Click on Document(s) link to upload documents for an item.

Item #	Required Document Detail	Document(s)
1	Course outline. It must break down the programs by showing the start/end times of each session, as well as identify times for breaks and lunch. It must also include all the dates that the course will be offered. 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 (Example: .25= 15 min., .50=30 min., .75= 45 min, 1 or 1.0= 1 hr.).	Documents (1)
2	Speaker resumes/credentials. Please provide the resume and credentials for each speaker.	Documents (1)

Course Detail and Information

Program: Process Server Certification
Course Title: Do's and Don'ts of the Profession
Provider Name: MY CE SEMINARS
Offered Date: 02/29/2020 to 03/04/2020
Type: Seminar

Comments: [Text area]

Course Contact Information

Country: United States
Contact Person: Jane Doe
Course Location: Austin
City: [Text field]
State/Province: TEXAS
Apt/Unit/etc.: [Text field]
County: -- Choose One --
Primary Phone # - Ext: 512-555-5555
Zip: [Text field]
Fax: [Text field]
Primary-Email: processservers@txcourt
Alternate Phone # - Ext.: [Text field]
Web Address: [Text field]
Alternate E-mail: [Text field]

Requested Credit Hours

Credit Type	Credit Hours
Non-Ethics	6.0

6. Click Next

7. Update the **Address Information** if it is not correct. If it is correct, click **Next**.

The screenshot shows a web browser window with the URL `test.jbcctexas.txcourts.gov/Protected/LIC/ALISAddressInformation.aspx#nobook`. The page title is "TESTING TESTING TESTING TES" and the subtitle is "Continuing Education Course Approval Request by a Provider (Process Server Certification)". A navigation bar at the top contains buttons for "Course Information", "Address Information" (which is highlighted), "Questions", and "Attestation". Below the navigation bar, there is a "Please review Address Information for accuracy." message and "Back" and "Next" buttons. The main form is titled "Requestor Mailing Address" and contains the following fields:

Country *	United States	Apt/Unit/etc.	
Address *	123 ANYWHERE ST	Zip *	78701
City *	AUSTIN	State/Province *	TEXAS
County *	TRAVIS	Primary Phone # - Ext *	512-555-5555
Fax		Alternate Phone # - Ext.	
Primary-E-mail *	PROCESSSERVERS@TX		
Alternate E-mail			

At the bottom of the form is a "Reset" button and "Back" and "Next" buttons. At the very bottom of the page, there is a footer: "Althent Licensing System Version 10.0.167.03 Dated: January 29 2020 | Copyright © 2020 Althent Inc. For any questions please contact: Process Server Certification (processservers@txcourts.gov)".

8. Answer the **Questions**.

The screenshot shows the "Questions" page in the testing application. The navigation bar at the top now highlights the "Questions" button. The page contains a table with the following questions:

#	Question	Response
1	Will you be providing this course at locations other than listed in "Course Location and Contact Information " of this application? If Yes, Please provide additional locations. Austin, TX Dallas, TX Houston, TX Waco, TX San Antonio, TX	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	Please provide a detailed description of the program. (Additionally, attach a brochure or course outline to include the content of the program, the presenters, and the time devoted to each segment. Attach a copy of the article, or a synopsis, if seeking writing credit). This course will discuss all the ins and outs of the profession. It will discuss what you should and should not do, according to the Rules. There will be a Q&A	
3	How does this program increase or maintain the skills or competence of a process server? It will help licensees to better understand what is expected of them, and what they should not do, according to the Rules of their profession.	

At the bottom of the form is a "Reset" button and "Back" and "Next" buttons.

9. Click **Next**

10. Check the designated boxes on the Attestation page. Enter your name in the **Name** field.

11. Tab over to the **Submit Application** button and click **Submit Application**.

The screenshot shows a web browser window with the URL `testjbcctexas.txcourts.gov/Protected/LIC/InitialAttestation.aspx#noback`. The page has a navigation bar with buttons for 'Course Information', 'Address Information', 'Questions', and 'Attestation'. The 'Attestation' section contains a list of terms and conditions that must be checked. Below the list are input fields for 'Name' (Jane Doe) and 'Date' (02/28/2020), and a 'Submit Application' button.

Attestation

You must check the following:

- As part of the application process, I understand and agree that:
 - I have read the JBCC's continuing education rules for court reporters and agree to abide by all the rules and regulations adopted by the Commission.
 - I agree to maintain a list of participants following each CE program specifying the title, date, provider's name, location of the program, number of CE hours for not less than three (3) years.
 - I understand it is my responsibility as the CE Provider to verify attendance at each program and to provide a certificate or other documentation of attendance to each attendee. The documentation should state:
 - a) the name and CE program number of the provider;
 - b) the name, and CSR number of the participant;
 - c) the title of the program;
 - d) the number of hours attended and CE hours earned in each program session (noting sessions in ethics/Texas rules);
 - e) the date and location of the program (i.e., city/state, or website); and
 - f) the signature of the provider.
 - I understand that upon request by the Commission, the Provider must submit additional information to establish compliance with the rules.
 - I understand the Commission, after written notice, may refuse to approve CE credit for any program.
 - I further understand the Commission may evaluate any Provider of any approved CE program at any time to ensure compliance with the JBCC's continuing education rules.
- I declare under penalty of perjury that the information provided in this application is true and correct.

Name * Date *

Submit Application

Althent Licensing System Version 10.0.167.03 Dated: January 29 2020 | Copyright © 2020 [Althent Inc.](#)
For any questions please contact: Process Server Certification (processservers@txcourts.gov)

12. You'll be taken to the **Continuing Education Course Approval Request by a Provider Submitted** page. At this point, you can Logout. The application is submitted.

The screenshot shows a confirmation page with a large 'TESTING TESTING TESTING TESTS' banner. Below the banner is a 'Confirmation' section with a message stating the application has been submitted and a transaction number of 170831. There is also a 'Checklist' table with two items: 'Mandatory Required Document(s)' and 'Additional Supporting Documents'. At the bottom are 'Return to Home' and 'Logout' buttons.

TESTING TESTING TESTING TESTS

Continuing Education Course Approval Request by a Provider (Process Server Certification) Submitted

Confirmation

YOUR APPLICATION HAS BEEN SUBMITTED. YOU WILL RECEIVE AN AUTOMATED EMAIL WHEN YOUR APPLICATION HAS BEEN APPROVED.

Thank you for using our online services. Your **Continuing Education Course Approval Request by a Provider (Process Server Certification)** has been submitted. Your online transaction number is **170831**. Use this transaction number for any future communication with us. We will review your application and if we need any additional information; we will contact you.

To View/Print application summary: [Click Here](#)

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Mandatory Required Document(s)	N/A	Pending
2	All	Additional Supporting Documents.	Documents (0)	N/A

Return to Home **Logout**

Althent Licensing System Version 10.0.167.03 Dated: January 29 2020 | Copyright © 2020 [Althent Inc.](#)
For any questions please contact: Process Server Certification (processservers@txcourts.gov)

Drafted: 02/28/20

Notes:

- You'll receive an automated email confirming submission of your application. The email will contain the transaction number for your application. Check your inbox (and spam folder) for this email.
- You must track your application status online. You do so by logging into your profile and going to the View pending applications page.
 - Received by State= application received.
 - Review by State= application pending review.
- Once the application is approved, you'll receive an automated email confirming approval and the approval information (i.e., program #, etc.) for the course. Check your inbox (and spam folder) for this email.
- Should you have any questions about your submission, you must submit to the email address for your program's department and the licensing specialist will assist you. We strive to return emails within 2 business days.

Department Emails:

- Court Reporters: courtreporting@txcourts.gov
- Court Interpreters: courtinterpreters@txcourts.gov
- Guardians: guardians@txcourts.gov
- Process Servers: processservers@txcourts.gov.