

**Policy & Procedure Manual of the
Florida Association of Professional Process Servers**

This Policy & Procedure Manual, amended from time to time by the Board of Directors shall be used in conjunction with the Bylaws of the Association. The master document is published at www.fapps.org. This is the subsection for the following committee:

Sec. 10 Accredited FAPPS Process Server

Sec. 10.1 The designation of “Accredited FAPPS Process Server” (AFPS) shall be granted only to those persons who have met the following qualifications:

a. Initial Accreditation:

1. Be affiliated with the profession of process service.
2. Attend the AFPS Formal Education Course.
3. Pass the AFPS Formal Education Course written exam. (A minimum of 80% or as required by the licensing jurisdiction, whichever is greater shall be considered a passing score.)

b. Term of Accreditation: The designation of Accredited FAPPS Process Server shall be good for 2 years from the test date. (Amended Board Meeting June 3, 2017).

Sec. 10.2 AFPS Designation - Those who fulfill the requirements as stated herein will be designated by FAPPS as an Accredited FAPPS Process Server and, while a member in good standing in FAPPS, will be eligible to use the AFPS designation with their names displayed on the FAPPS website. Non-members shall not use the AFPS designation.

Sec. 10.3 Certificates - A Certificate of Completion shall be issued to everyone who attends the AFPS course and passes the exam.

Sec. 10.4 Fees & Costs:

- a. The fees charged for attendance at the FAPPS Formal Education Program shall be \$75.00 per 4 hour class for licensed servers; \$50 per 4 hour class for clerical non-licensed individuals of FAPPS Members; \$180 per 16 hour class; and \$249 per 20 hour class. (Amended Special Board Meeting August 14, 2015). When an attendee registers for an education class, the course book will be available to print online from the FAPPS website at no additional charge. The attendee is required to bring the book to the class with them in print or PDF format; or the attendee will be required to purchase a book at the class for a cost of \$20. In the event a course attendee fails the required examination, they will be permitted to attend an additional class for a fee of \$25.00. (Amended Board Meeting August 19, 2017 and December 2, 2017).
- b. A cancellation fee of \$25 will be deducted from all course fee refunds for registrants who fail to cancel in writing more than 14 days prior to the course/exam. All of the course/exam fee will be forfeited for no-shows. If a registrant is not able to attend the course due to the death of a family member all monies will be refunded and their accreditation will have a six month extension before they must renew. This will not change their original renewal date.

- c. For the Continuing Education Class, 1 Instructor will be paid \$35/hour for each class hour taught. For the 20 Hour, Class 2 Instructors will be paid \$35/hour for each class hour taught. Travel will be reimbursed at the FAPPS standard mileage rate. If the total travel is in excess of 150 miles, one night's hotel room will be provided for the 4 or 8 hour class and two nights for the 16 or 20 hour class. No per diem is authorized. (Amended Board Meeting October 10, 2015 and May 5, 2018).

Sec. 10.5 Reproduction of Course Materials - The AFPS course materials, nor any of the materials it contains, may not be copied, in whole or in part, or sold, loaned, gifted or otherwise distributed to any other person or company without expressed written consent of the FAPPS Formal Education Committee Chairperson.

Sec. 10.6 Location & Scheduling - The AFPS course/exam shall be offered statewide as demand dictates. Successful completion and a passing score of any course/exam given by a FAPPS Instructor will be considered equivalent to the AFPS course/exam and will meet the requirement needed to obtain the AFPS accreditation. It is the attendee's responsibility to submit to the Committee Chair the Certificate of Completion and a \$25.00 check for the initial administration cost to receive the AFPS accreditation. (Amended Board Meeting October 10, 2015).

Sec. 10.7 Administration & Oversight - The Formal Education Committee shall be responsible for the implementation, administration and oversight of the FAPPS Formal Education Program, and shall answer directly to the FAPPS Board.

Sec. 10.8 Instructor Qualifications (Amended Board Meeting July 23, 2016).
Prior to being accepted as a candidate the committee will determine if there is a need. All candidates will be required to fulfill the following:

- a. Be an active member of FAPPS, in good standing for 2 consecutive years. All candidates must be approved by the committee prior to starting the training.
- b. Must have 5 years minimum experience serving process and preparing affidavits in Florida (out of state experience does not count toward minimum).
- c. Prior teaching experience (in any discipline) is preferred but not mandatory.
- d. Show knowledge of FAPPS and its history and our involvement with the process server industry and related legislation.
- e. Must attend a minimum of 5 classes for training as follows:
 - 1. Two (2) as a student, observer and/or assistant.
 - 2. Three (3) to teach with supervision and be able to exhibit the ability to maintain the standards and qualifications of FAPPS/AFPS.
 - 3. Additional in-class training may be required.
- f. Pass the AFPS an instructor exam with a minimum of 90%.
- g. Attend an annual instructor review session.
- h. No compensation is authorized for any candidate during the training period.
- i. The chairperson or his/her designee will certify a candidate(s) completion of all requirements for the instructor designation to the board. The board then shall approve/disapprove of the instructor(s) at its earliest opportunity.
- j. The instructor qualification can be rescinded at any time at the discretion of the committee and approval of the Board