

CESP | Candidate Participation & Certification Requirements

January 2027 cohort | Version 1.0 | October 18, 2026

Who may participate

The CESP Intensive is designed for currently commissioned notaries. Enrollment establishes Candidate status, not certification. Candidates may not use the Certified Estate Signing Professional title or Certified badge until all certification requirements are met.

Instruction and attendance

The program includes 18 live weekly sessions of approximately two hours each, or approximately 36 hours of primary instruction. The January 2027 cohort is scheduled Tuesdays, January 12 through May 11, 2027. Optional candidate Q&A; is ordinarily Thursdays, 3:00 to 4:00 p.m. Eastern.

Candidates are expected to attend live sessions. Absences are assessed individually; approved make-up accommodations may include a temporary recording or another authorized arrangement. Recordings are not a routine replacement for live participation.

Learning activities and assessments

Candidates complete designated workbook activities and applied learning experiences. The final examination contains 100 open-book questions and requires a score of at least 80%. A candidate scoring below 80% may retake it once; after two unsuccessful attempts, a minimum 30-day remediation period precedes a third attempt.

Candidates must develop a capstone project and deliver a live presentation, ordinarily 5 to 8 minutes, demonstrating the required elements. A passing examination score is required before the capstone presentation.

Requirements for certification

Successful completion requires the Intensive and required participation, workbook and learning activities, an examination score of at least 80%, successful capstone project and live presentation, signed CESP Code of Conduct Pledge, and evidence of an active notary commission. All tuition obligations must be satisfied before certification is issued.

Completion, remediation and re-entry

Candidates normally have 30 days after the final Intensive session to finish outstanding requirements, subject to approved exceptions and separate examination remediation. A candidate who substantially completed the Intensive may qualify for certification re-entry within six months of the cohort ending, subject to approval and a \$125 re-entry fee. Re-entry is distinct from withdrawing or transferring.

Status and professional boundaries



The CESP credential does not currently expire, but active CESP Certified status requires an active notary commission. Certification does not replace a commission, authorize legal advice, or expand a notary's jurisdictional authority. Credential and logo use are governed by CESP standards.

Related documents

Read the companion Tuition & Payment Options and Enrollment, Payment & Withdrawal Policies. The full enrollment agreement must be acknowledged before purchasing the Intensive.

PREREQUISITE FOR ACCEPTANCE INTO THE INTENSIVE

Before CESP accepts an applicant into the Intensive, the applicant must submit the completed CESP Intensive Candidate Enrollment Agreement with all required fields, tuition and payment selections, policy acknowledgment, and a valid digital signature. CESP must review the submitted agreement and confirm acceptance. Payment or an application alone does not establish Candidate status.

