



2022 Maryland Annual Notary Public Day Conference
 Prince George's Community College
 Workshop Class Descriptions

Friday

ZOOM Session Only

6:00 pm	<p align="center">Zoom Door Open</p>  <p align="center"><i>‘Grow. Evolve. Step out of your comfort zone.’ Anonymous</i></p>
6:30p – 6:45p	<p align="center">Welcome</p>

BUSINESS SKILLS	
6:45 p – 7:30 p Moderator Daniel Lewis	<p>Panel Discussion: Building a Successful Business: Tips from Notaries Public and Notary Signing Agents</p> <p>Learn tips from novice and seasoned notaries and notary signing agents on building a successful business. Get your questions answered during a special Q & A session.</p>

NOTARY SKILLS	
7:30 p – 8:15 p Anastasia Tammen	<p>Creating Meaningful Relationships with Clients</p> <p>Establishing trust with clients is a common question that Notaries often have—especially when getting their business on its feet! It is a vital element of building and maintaining a strong business. Stasie will lead us through some crucial practices in identifying the different needs of clients and making quick modifications to make the interactions meaningful by being attentive to their needs. These tips will strengthen our ability to establish long-lasting connections for a business with an indestructible foundation!</p>

NOTARY SIGNING AGENT SKILLS	
8:15 p – 9:00 p Eric Wolley	<p>The Anatomy of a Loan Closing (Part I)</p> <p>TIPICs/NSAs will learn to perform mortgage closings by meticulously performing the following steps in an accurate, efficient, confident, and timely manner: accepting the assignment, handling pre-closing activities, executing the closing ceremony, and performing post-closing responsibilities.</p>

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In-Person and ZOOM Sessions

BUSINESS SKILLS	
<p>1:30 p – 2:10 p CPA – 214</p> <p>3:10 p – 3:50 p CPA – 112</p> <p>Donnell Smith</p>	<p>21st Century Notary: Information Technology for the Mobile Notary Run your home-based business like a big company using multiple smart devices, i.e. smartphones, tablets, and computers. Learn about Information Technology (IT) applications that utilize smartphones, cloud-based software that protects non-public personal information (NPPI) and how to synchronize data files and pictures across multiple devices.</p>
<p>1:30 p – 2:10 p CPA – 113</p> <p>Geraldine Pierre-Fleurimond</p>	<p>Expand Your Notary Business and Add More Income \$\$\$ Running a Notary business can produce an additional or sole source of income for many. We have to become aware of the many avenues of income that this business offers and how we can survive the many changes in the real estate market while still working as a Notary Public.</p> <p>We will discuss three easy additional sources of revenue that Notaries can and have added to their successful Notary businesses to continue earning income even in rough economic patches. Let us get together and diversify to continue to earn more money as a Notary.</p>
<p>2:20 p – 3:00 p CPA 214</p> <p>3:10 p – 3:50 p CPA 214</p> <p>Daniel Lewis</p>	<p>How To Operate an Effective Notary Business This workshop will illustrate several principles of operating an efficient and effective notary business. Questions answered: How do I start my notary business? Should I start as a sole owner, LLC or a Corporation?</p>
<p>2:20p – 3:00p CPA 119</p> <p>3:10p – 3:50p CPA 119</p> <p>Samantha N Smith</p>	<p>Your Business Needs You! How you can use your current talents and treasures to build and grow a thriving business. Whether you are managing your business alongside a full-time job or you're a full-time notary-preneur, there will be standard industry and business practices for you to learn. However, when was the last time you looked in the mirror? Have you taken inventory of who YOU are and what YOU bring to the table?</p> <p>This workshop will help attendees explore their current skill sets and use them to start and grow their businesses. We will also uncover areas of opportunities (some call them weaknesses) that you can work on to become an even better business owner. We will close out the session with ways to fully apply (and show off) your skills while expanding the reach of your business."</p>

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BUSINESS TOOLS	
<p style="text-align: center;">3:10 p – 3:50 p CPA 114</p> <p style="text-align: center;">Elaine Wright Harris</p>	<p>Tools of the Trade: What's In Your Toolbox? Professional Notaries Public need tools in their toolkit that enable them to perform their duties and responsibilities effectively and efficiently. This session presents information on how to: a) easily and economically design professional identification badges, b) create QR codes for clients' quick and easy access to marketing information, c) design and publish affordable websites d) simplicity of printing legal and letter docs and e) efficiently track and record business tax information.</p>
<p style="text-align: center;">1:30 p – 2:10 p CPA 111</p> <p style="text-align: center;">2:20 p – 3:00 p CPA 111</p> <p style="text-align: center;">3:21 p – 3:50 p CPA 111</p> <p style="text-align: center;">Lee Bialostok</p>	<p>NotaryAct – The Ultimate Notary [Electronic] Journal The ideal product for professional notaries who are ready to capture the electronic recording of notarial acts embracing today's technology. Lee Bialostok, Esq. the founder of NotaryAct will demonstrate features in the new release including document bundles, multiple draft entries and so much more.</p>

ELECTRONIC NOTARIZATION	
<p style="text-align: center;">1:30 p – 2:10 p CPA 105B</p> <p style="text-align: center;">2:20 p – 3:00 p CPA 105B</p> <p style="text-align: center;">3:21 p – 3:50 p CPA 105B</p> <p style="text-align: center;">Amy Moses</p>	<p>Boost Your Business with In-Person Electronic Notarization (IPEN) Do you want to save \$45 per closing in time and money? If so, join this session as EscrowTab, the leading In-Person Electronic Notarization (IPEN) solution, shares how you can conduct closings electronically, while still meeting many borrowers' need to be face-to-face. During the session we'll conduct a demo of EscrowTab and explain how you can reap these benefits:</p> <ul style="list-style-type: none"> • Eliminate printing all that paper! • Receive updated documents right up to the time you begin the closing. • Ensure there are no missed signatures on the documents. • Correct an error as soon as it occurs. • Save time (and gas money) by not driving to ship the package! <p>Currently EscrowTab is used for loan signings, but soon it will be available for general notary work as well. After the demo, we'll answer all your questions about digital stamps and signatures, eJournals, engaging your title companies and how to get started!</p>

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ELECTRONIC NOTARIZATION (cont'd)	
<p style="text-align: center;">4:00p – 4:50p CPA – Proscenium Theater</p> <p style="text-align: center;">Ashley Spiess & Jacqueline Phillips</p>	<p>Remote Notarization Live Demonstration</p> <p>New laws and technology now allow notary professionals to deliver services remotely to clients. With remote online notarization (RON), a signer personally appears before the Notary at the time of the notarization using audio-visual technology over the Internet instead of being physically present in the same room. Join us for a live demo. Learn best practices and procedures when performing remote notarization.</p>
<p style="text-align: center;">1:30p – 2:10 p CPA 112</p> <p style="text-align: center;">2:20p – 3:00 p CPA 112</p> <p style="text-align: center;">Karynn Snow</p>	<p>RON Platform 101</p> <p>Basics of how to choose a platform, what types of platforms are out there, and some examples of platforms to choose from.</p>
<p style="text-align: center;">1:30p – 2:10 p CPA 110</p> <p style="text-align: center;">Bill Anderson</p>	<p>The Ethics of Remote Notarization</p> <p>While remote notarization is new, Notaries can face situations that challenge them to do the right thing. In this session, you will learn what ethics is, consider why Notaries should be ethical, and apply Maryland law and Notary best practices to practical, real-life remote notarization scenarios.</p>

ESTATE PLANNING	
<p style="text-align: center;">2:20p – 3:00 p CPA 113</p> <p style="text-align: center;">3:10p – 3:50 p CPA 113</p> <p style="text-align: center;">Adrienne Morgan Davis Esq.</p>	<p>Wills, Powers of Attorney & Advance Medical Directives: Estate Planning is For Everyone</p> <p>Making proper legal preparations in the event of one's passing or incapacitation isn't just for the elderly or the infirmed. Rather than leaving the management of your hard-earned assets and end-of-life wishes to chance, learn how estate planning provides direction for your loved ones upon death or incapacitation.</p>

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FINANCIAL PLANNING	
1:30 p – 2:10 p CPA 105A	Creating Sustainable Income in Retirement Given the inflationary environment, market volatility, the war in Europe, and recessionary fears - all of which are having a negative impact on your current lifestyle as well as retirement assets, it is critical that you review your retirement balance sheet to determine if you are on track to achieve your lifestyle retirement and legacy goals.
2:20 p – 3:00 p CPA 105A	This applies to individuals saving for and nearing retirement as well as retired individuals who are concerned about sustained income and spending in retirement.
3:10 p – 3:50 p CPA 105A	
Earl R. King, Sr.	

NOTARY SIGNING AGENT/TIPIC SKILLS	
1:30 p – 2:10 p CPA 119	Realización de cierre de préstamo en español TIPICs/NSAs aprenderá a realizar cierres de hipotecas realizando meticulosamente los siguientes cuatro pasos de manera precisa, eficiente, segura y oportuna: aceptar la asignación, manejar las actividades previas al cierre, ejecutar la ceremonia de cierre y desempeñar las responsabilidades posteriores al cierre.
Ron Foster	Performing a Loan Closing in Spanish Learn how to present confident, accurate, and efficient, mortgage closings in Spanish.
2:20 p – 3:00 p CPA 110	The Anatomy of a Loan Closing (Part II) Loan closings may be performed using several styles: a low-impact closing (TIPIC describes the documents in the order received), moderate closings (TIPIC rearranges some documents and moderately describes the documents) and high-impact closings (TIPIC rearranges and describes most documents in detail). You will have the opportunity to learn from a high-impact closer in two (2) training sessions. Then, craft your loan closing approach to the style of your choice.
3:10 p – 3:50 p CPA 110	
Eric Wolley	

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NOTARY SKILLS	
3:10 p – 3:50 p CPA 120 Wanda Moore & Fred Harris	Maryland Handbook: Did You Know???? The Maryland Handbook was updated in 2020 and 2021. The updates address new requirements and incorporated communications technology methodology. Did you know that a signer who is not impaired and not under duress can assign a person to sign for him/her (no power of attorney required)? Learn more about this and other new requirements to perform notarization properly.
1:30 p – 2:10 p CPA 120 2:20 p – 3:00 p CPA 120 Judi Gold & Debbie Best- Schneidmill	Notarizing in the District of Columbia: A Refresher Often questions arise from DC notaries and those from other jurisdictions about how to perform notarial acts and what can and cannot be notarized in the District of Columbia. Come learn how to notarize properly in DC with real-life situations.
1:30 p – 2:10 p CPA-114 2:20 p – 3:00 p CPA-114 Nicola Jackson	You're Not an Acknowledgment! And Other Notary Acts That You Don't See Every Day This workshop will look at sample documents that do not use acknowledgments and show you how to perform these acts with zero errors! We will walk through the NNA's 5 Steps of Notarization with these documents to get you familiar with more than the most common notary act!

**Thank
YOU!**