

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION CLASSES

SUMMER 2025

Job Skills Training • Personal Enrichment



PRINCE GEORGE'S
COMMUNITY COLLEGE



3 WAYS TO REGISTER FOR CLASS



1. ONLINE

Use the QR code to register online.
You **MUST** have an email address and
you **MUST** pay with a credit card.
No application is required.
Online registration
is a breeze!

2. BY MAIL

To register by mail, complete the
registration form in the inside back cover
of this schedule. Mail it along with your
check or money order (payable to Prince
George's Community College) to:

Cashier's Office
Prince George's Community College
301 Largo Road
Largo, MD 20774

For best availability,
mail your form and
payment two weeks
before the class is
scheduled
to begin.

3. IN PERSON

To register in person, visit the Office
of Records and Registration, Bladen
Hall, Room 126 at the Largo campus.

Monday–Friday
8:30 a.m. – 6 p.m.

Questions?

Call 301-546-0159



PRINCE GEORGE'S
COMMUNITY COLLEGE

NOTARY PUBLIC

brownka1@pgcc.edu

PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC

Courses of study are available for new and renewing Notaries. Today's Notaries Public are guarantors of trust and the front line of defense against fraud. Notaries witness signatures and perform other services required by state law. Consequently, they must be solidly grounded to perform essential and challenging notarial duties, learn new skills, and acquire certifications to provide accurate and superior services.

Becoming a notary can enhance your job skills, add value to your resume, and allow you to open a mobile notary business. With proper credentials, you can operate a notary signing agent business earning additional income.



Use the QR code to find out more!

GEN-519 Becoming a Notary Public

0.5 CEU

Notaries Public are responsible for performing notarial duties properly and accurately. New Notaries Public are required to take a course of study and pass an exam before applying to become a Notary Public. This course of study provides guidance for Notaries Public on the scope of duties and responsibilities associated with the performance of notarial acts. This course is for informational purposes only. It is not intended to provide legal advice. Upon successful completion of the course, you will receive a Certificate of Completion and upon passing the exam you will receive a Certificate of Passing. Instructors: Elaine Wright Harris and Frederick Harris.

3 sessions, \$75* (includes a \$35 lab fee)

18584	T/W/Th	5/6-5/8	online	CNVS
18601	T/W/Th	5/20-5/22	online	CNVS
18607	T/W/Th	6/3-6/5	online	CNVS
18609	T/W/Th	6/17-6/19	online	CNVS
18614	T/W/Th	7/1-7/3	online	CNVS
18618	T/W/Th	7/22-7/24	online	CNVS
18619	T/W/Th	8/5-8/7	online	CNVS
18622	T/W/Th	8/19-8/21	online	CNVS

GEN-520 Renewing Your Notary Commission

0.4 CEU

Notaries Public are responsible for performing notarial duties properly and accurately. Renewing Notaries Public whose commission has not expired are required to take a course of study before applying for renewal of the notary public commission. This course of study provides guidance for Notaries Public on the scope of duties and responsibilities associated with the performance of notarial acts. A notary whose commission has expired must take the "Becoming A Notary" Course and Examination. This course is for informational purposes only. It is not intended to provide legal advice. This is a three-day online self-paced course on Canvas. Upon completion of the course (no exam), you will receive a Certificate of Completion. Instructors: Elaine Wright Harris and Frederick Harris.

3 sessions, \$75* (includes a \$35 lab fee)

18585	T/W/Th	5/6-5/8	online	CNVS
18608	T/W/Th	6/3-6/5	online	CNVS
18616	T/W/Th	7/1-7/3	online	CNVS
18620	T/W/Th	8/5-8/7	online	CNVS

GEN-307 Notary Public Procedures

0.5 CEU

CORE COURSE: For both prospective and present notaries, this course will demonstrate how to prevent fraud when documents are notarized properly and legally. Topics will also include how to properly identify clients, keep adequate records of notarial acts, and charge proper fees. Instructors: Elaine Wright Harris, Frederick Harris **2 sessions, \$75***

18575	W/Th	5/14-5/15	6:30-8:00 p.m.	REMOTE
18577	W/Th	6/18-6/19	6:30-9:00 p.m.	REMOTE
18581	W/Th	7/23-7/24	6:30-9:00 p.m.	REMOTE

GEN-339 Applied Notary Practices and Procedures

0.5 CEU

CORE COURSE: This course reviews notary practices and procedures for performing proper notarizations. Students will have an opportunity to sharpen their notarial knowledge through exercises in completing notarial certificates, administering verbal declarations, documenting journal entries, and spotting fake ids. Instructors: Elaine Wright Harris, Frederick Harris. Prerequisite: GEN-307.

2 sessions, \$75*

18576	W	5/21-5/28	6:30-9:00 p.m.	REMOTE
18579	W	7/2-7/9	6:30-9:00 p.m.	REMOTE
18582	W	7/30-8/6	6:30-9:00 p.m.	REMOTE

GEN-363 Advanced Notarial Procedures

0.5 CEU

CORE COURSE: This course provides Notaries Public with advanced notarial procedures for handling challenging situations with confidence and ease. Learn to perform all notarial requests properly and accurately and how to respond to Apostille and Medallion Signature requests. This is a self-paced, online course with 14 days to complete the assigned work. Instructor: Elaine Wright Harris. Prerequisites: GEN-307 and 339

5 sessions, \$75*

18611	T/Th	6/17-7/1	online	CNVS
18621	T/Th	8/12-8/28	online	CNVS
(6 sessions)				

GEN-369 21st Century Notary: Information Technology for the Mobile Notary

Run your home-based business like a big company using multiple smart devices, i.e. smart phone, tablets, and computers. Learn about Information Technology (IT) applications that utilize smart phones, cloud-based software that protects Non-public Personal Information (NPPI) and how to synchronize data files and pictures across multiple devices. Instructor: Donnell Smith

1 session, \$45

18580	S	7/19-7/19	10 a.m.-1 p.m.	REMOTE
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GEN-518 Traditional vs. the Remote Notary

New laws and technology permit notary public professionals to provide notarial services to the general public, businesses, and government traditionally, face-to-face utilizing pen and paper, or remotely via audiovisual products and online services. Learn to execute each method while preserving core principles for deterring fraud. Notary public professionals can now choose to provide services as a traditional, remote, or dual notary. Instructors: Wanda Moore and Elaine Wright Harris.

1 session, \$45

18578	S	6/21-6/21	10 a.m.-1 p.m.	REMOTE
18583	S	8/16-8/16	10 a.m.-1 p.m.	REMOTE