



APPLIED NOTARY PRACTICES AND PROCEDURES

Prince George's Community College

Continuing Education Program

June 16 and 23, 2021

6:30 p.m. – 9:00 p.m.

Instructors:

Frederick Harris

Elaine Wright Harris

thedeskofelainewright@comcast.net (Have a question?)

www.trustedagentservicesgroup.com (Elaine's Website)

www.nationalnotary.org (Find out national notary news)

www.sos.state.md.us/Notary/Notary.htm (Find out state notary news.)

410-974-5521 (Maryland Secretary of State)

Session I – June 16, 2021	
6:30 pm – 6:45 pm	Opening/Introduction/Class Objective
6:45 pm – 7:45 pm	Review <u>Handbook for Maryland Notaries Public</u> • Part IV - Identification of Person Appearing Before the Notary and Competence • Part V – Notaries' Public Official Stamp • Part VI – Notary Recordkeeping • Part VII – Notarial Certificates • Part VIII – How to Perform the Different Notarial Acts • Part – Electronic Notarization • Part X – Charges and Fees
7:45 pm – 8:00 pm	Break
8:00 am – 9:00 pm	Completing Notarial Certificates
9:00 p.m.	Adjournment
Session II – June 23, 2021	
6:30 p.m. – 7:45 p.m.	How Sharp Is Your Notarial Knowledge?
7:45 pm – 8:00 pm	Three Basic Notarizations - Video
8:00 p.m. – 8:15 p.m.	Break
8:15 p.m. – 8:45 p.m.	Potential Income Opportunities for Notaries Public
	What is A Notary Signing Agent (NSA) aka Title Insurance Producer Independent Contractor (TIPIC)
8:45 p.m. – 9:00 p.m.	Questions and Answers
9:00 p.m.	Adjournment