



NOTARY PUBLIC PROCEDURES

Prince George's Community College
Continuing Education Program
September 11, 2021

Instructors

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<https://trustedagentservicesgroup.com/combined-calendar> (Notary Calendar)

<https://www.nationalnotary.org/> (Learn about national notary news)

<https://sos.maryland.gov/Notary/Pages/default.aspx> (Learn about state notary news.)

<https://trustedagentservicesgroup.com/webinar-steps-tipic-info> (Info on becoming TIPIC/NSA)

Morning Session	
10:00 a.m. – 10:15 a.m.	Introduction -- Class Objective
10:15 a.m. – 10:45 a.m.	Master the Essentials of Notarization
10:45 a.m. – 11:15 a.m.	Journal Entries
11:15 a.m. – 11:20 a.m.	Break
11:20 a.m. – 12:00 p.m.	The Three Basic Notarizations/Three Common Notarizations in Maryland - Video
12:00 a.m. – 12:30 p.m.	Practical Solutions for Impractical Procedures
12:30 p.m. – 1:30 p.m.	Lunch
Afternoon Session	
1:30 p.m. – 2:30 p.m.	Review of Handbook for Maryland Notaries Public
2:30 p.m. – 3:00 p.m.	Notary Certificates/Sample Journal Entry Sheet
3:00 p.m. – 3:10 p.m.	Break
3:10 p.m. – 3:20 p.m.	Top 5 Tried and Tested Tools for Serving Challenging Signers
3:20 p.m. – 3:30 p.m.	How to Become A Notary Public
3:30 p.m. – 3:45 p.m.	Tools of the Trade
3:45 p.m. – 4:00 p.m.	Question and Answer Session

NOTES: