



ADVANCED NOTARY PROCEDURES
BLACKBOARD ULTRA
Prince George's Community College
Community Education
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<https://trustedagentservicesgroup.com> (*Find out local training and events.*)

<https://www.nationalnotary.org> (*Find out national notary news*)

<https://sos.maryland.gov/Notary/Pages/default.aspx> (*Find out state notary news and procedures.*)

A. Online Introduction – Introduce Yourself to Instructor and Colleagues

B. Your Commitment to the Notary Profession - Oath

C. Course Resources

1. Tools of the Trade

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|---|---------------------------------|
| a. Inkless Thumbprinter | b. Fingerprint Wiping Towels |
| c. 2020 NNA Keesing Documentchecker Guide | d. UV Authentication Pen |
| e. 6" Ruler | f. Notary Privacy Guard |
| g. Embossment Inker | h. Hand Sanitizer |
| i. Journal/Fair Register | j. Notary Act |
| k. Seals (Embosser/Ink Stamp) | l. Errors & Omissions Insurance |
| m. The Autobiography of Calvin Coolidge | |

Break

2. Resource Materials

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| a. Paper Journal | b. Electronic Journal |
| c. Notary As An Official Witness | d. Verbal Declarations |
| e. Notaries Public Handbook for Maryland | f. Notary Public Code of Professional Responsibility |
| g. Model Notary Act | h. Revised Uniform Law on Notarial Acts – RULONA (2018) |
| i. Model Electronic Notarial Act | j. Why Notarization is More Relevant and Vital Than Ever |

D. Notarizing Documents

1. Colebrook University
2. Egger Credit Union
3. Internal Revenue
4. Project Agreement
5. Sample Middle School

Break - Lunch

E. Advanced Notarization

1. Anatomy of a Notarization
2. Advance Notarization Assessment
3. Completed Advanced Notarization Certificate

F. Uncommon Notarial Requests

1. Notary Basics: Understanding Apostilles and Authentication Certificates
2. Other Requests

G. Discussion Board

1. Group Discussion #1 – How Can Notary Public Professionals Incorporate the Notary Public Code of Professional Responsibility Into Their Businesses
2. Group Discussion #2 – Why Do You Think That Notarization Is More Relevant Than Ever?

Break

H. Jeopardy for Notaries

I. Instructor's Closing Comments