



PRINCE GEORGE'S
COMMUNITY COLLEGE

CONTINUING EDUCATION CLASSES

Please note that this is a condensed
schedule of notary public classes.

SUMMER 2019

Job Skills Training
Personal Enrichment
Workforce Development

p.2 - 3 Ways to Register for classes
p.3 - Schedule of Notary classes
p.4 & 5 - Campus Map
p. 6 - Payment Information
p.7 - Registration Form



3 WAYS TO REGISTER FOR CLASS

1. ONLINE

To register online, you **MUST** have an e-mail address and you **MUST** pay with a credit card. No application is required. Online registration is fun using Owl Link.

pgcc.edu

click!

OWL LINK

click!

Workforce Dev. & Cont. Ed.

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 2 weeks before the class is scheduled to begin.

3. IN PERSON

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

Monday-Thursday 8:30AM-8PM
Friday 8:30AM-5PM

Questions?

Call 301-546-0159



PRINCE GEORGE'S
COMMUNITY COLLEGE

Classes with * were inadvertently omitted in the original publication.

NOTARY PUBLIC

richejl@pgcc.edu

PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC

Program information

Today's Notary Public is on the front line of defense against fraud. Notaries act as "trust agents" to affirm and acknowledge the authentication of the many documents required for commercial and/or personal use before they can be used or officially recorded for any legal effect. Consequently, Notaries Public must be solidly grounded in the education needed to understand their role, be able to perform both basic and challenging notarial duties, and learn new skills and certifications in preparation for new opportunities. Becoming a notary can enhance your job skills and add value to your resume, or allow you to open a mobile notary or notary signing agent business as an independent contractor, earning money by handling mortgage signings, notarizing trust documents and performing many other tasks.

Coursework

Students who successfully complete the following core courses will be eligible to receive the certificate:

- GEN-307 Notary Public Procedures
- GEN-339 Applied Notary Practices and Procedures
- GEN-363 Advanced Notarial Procedures

Additional post-certificate courses are available to help build, market, and grow your own notarial business. Classes fill quickly; please register for all 3 core courses early to guarantee a seat.

Program requirements

To qualify for this program, participants must:

- be at least 18 years of age
- live or work in Maryland
- be known to be of good character, integrity, and abilities

For more information

Please see our contact information above.



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. **1 session, \$72***

49424 S 7/27-7/27 10 a.m.-4 p.m. Largo

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. GEN-307 recommended. **1 session, \$72***

49425 S 6/15-6/15 10 a.m.-4 p.m. Largo

49426 S 8/10-8/10 10 a.m.-4 p.m. Largo

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. GEN-339 recommended. **1 session, \$72***

49427 TTh 8/20-8/29 online BLBD

GEN-371 Notaries Public Protect Client Info (NPPI) 0.3 CEU

Notaries Public can avoid potential penalties by protecting their client's Non-Public Personal Information (NPPI). Penalties may include commission suspension, fines, or criminal charges. Learn how to assess risks and determine preventative measures. Develop a plan to protect NPPI and effectively execute notarial duties in accordance with legal and professional requirements and standards. Instructor: Wanda Moore (1 session, 3 hours) **1 session, \$42**

49428 S 7/13-7/13 10 a.m.-1 p.m. Largo

GEN-372 Notary Electronic Journaling Simplified

Today's technology now provides "electronic" journaling through the app, NotaryAct, which runs on computers and most smart devices. NotaryAct affords Notaries Public with legal protection while safeguarding the public's trust that important documents are executed properly. Notarizations are performed in a legally compliant and secure manner by quickly capturing critical evidence of each transaction. NotaryAct is affordable. It includes features of the paper journal, while providing expanded and quicker data entry and retrieval. Instructor: Elaine Wright Harris. Classroom delivery, 1 session, 3 hours **1 session, \$42**

49429 S 6/1-6/1 10 a.m.-1 p.m. Largo

***GEN-517 Notary Enrichment Day - FREE Session**

As we approach mid-year, Notary professionals are encouraged to look back and analyze the year - how their businesses have grown, how their businesses can be enhanced, what works, what doesn't work. More importantly, Notaries should plan steps that can be taken now to ensure continuing growth! In this open forum, the following workshops will be presented: I-9 Forms and eVerify, open discussion on Senate Bill 0678, and Remote Notarization. 53370 S 6/22-6/22 9:30a.m.-3:30 p.m. Largo

***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 (NPI) and how to synchronize data files and pictures across multiple devices. 1 session, \$42
52031 Th 5/23-5/23 6:30 p.m. - 9:30 p.m. Largo

- 1. **Accokeek Hall**
eLearning
Library

- 2. **Annex A**

- 3. **Annex B**

- 4. **Annex C**

- 5. **Auto Bay**

- 6. **Bladen Hall (north)**
Cashier
Enrollment Services
Records and Registration
Student Academic Planning and Career Readiness
Student Financial Aid Office
Recruitment and Admissions
Welcome Center
Wellness Center (nurse)

- 7. **Bladen Hall (south)**
College Police Substation
College Lab Services (computer labs)
Testing Center

- 8. **Center for Advanced Technology**
College Lab Services (computer labs)

- 9. **Center for Health Studies**
Marvelous Market

- 10. **Center for Performing Arts**
Closed for Renovations

- 11. **Chesapeake Hall**

- 12. **Continuing Education Building**
Classrooms

- 13. **Culinary Arts Center**

- 14. **Facilities Management Building**
College Police

- 15. **Kent Hall**
Administration
Human Resources

- 16. **Lanham Hall**
Academy of Health Sciences
Counseling Services
International Education Center
Student Support Center
Disability Support Services (DSS)
Diverse Male Student Institute (DMSI)
PGCC Cares
Student Support Services (TRiO)
Vocational Support Services (VSS)
Women of Wisdom
Tutoring and Writing Centers
Workforce Development and Continuing Education Offices

- 17. **Largo Student Center**
Bookstore
Campus Dining
Community Rooms A, B, C
Rennie Forum
Student Engagement and Leadership

- 18. **Marlboro Hall**
Marlboro Gallery
Veterans Services

- 19. **Novak Field House**

- 20. **Picnic Grove**

- 21. **Robert I. Bickford Natatorium**
Pool
Racquetball Courts
Weight Room

- 22. **Steel Art Building**

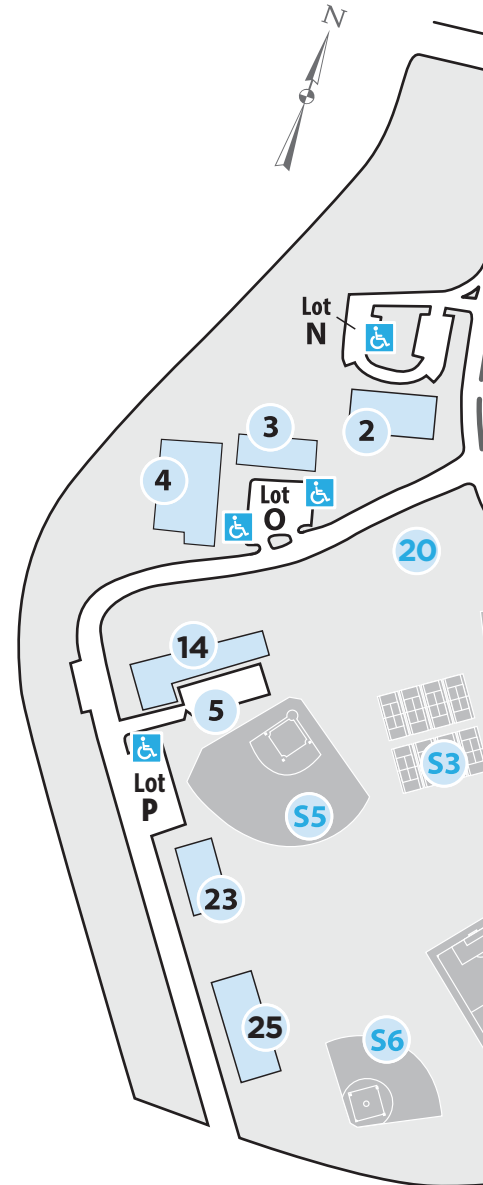
- 23. **Storage (T1, T2)**

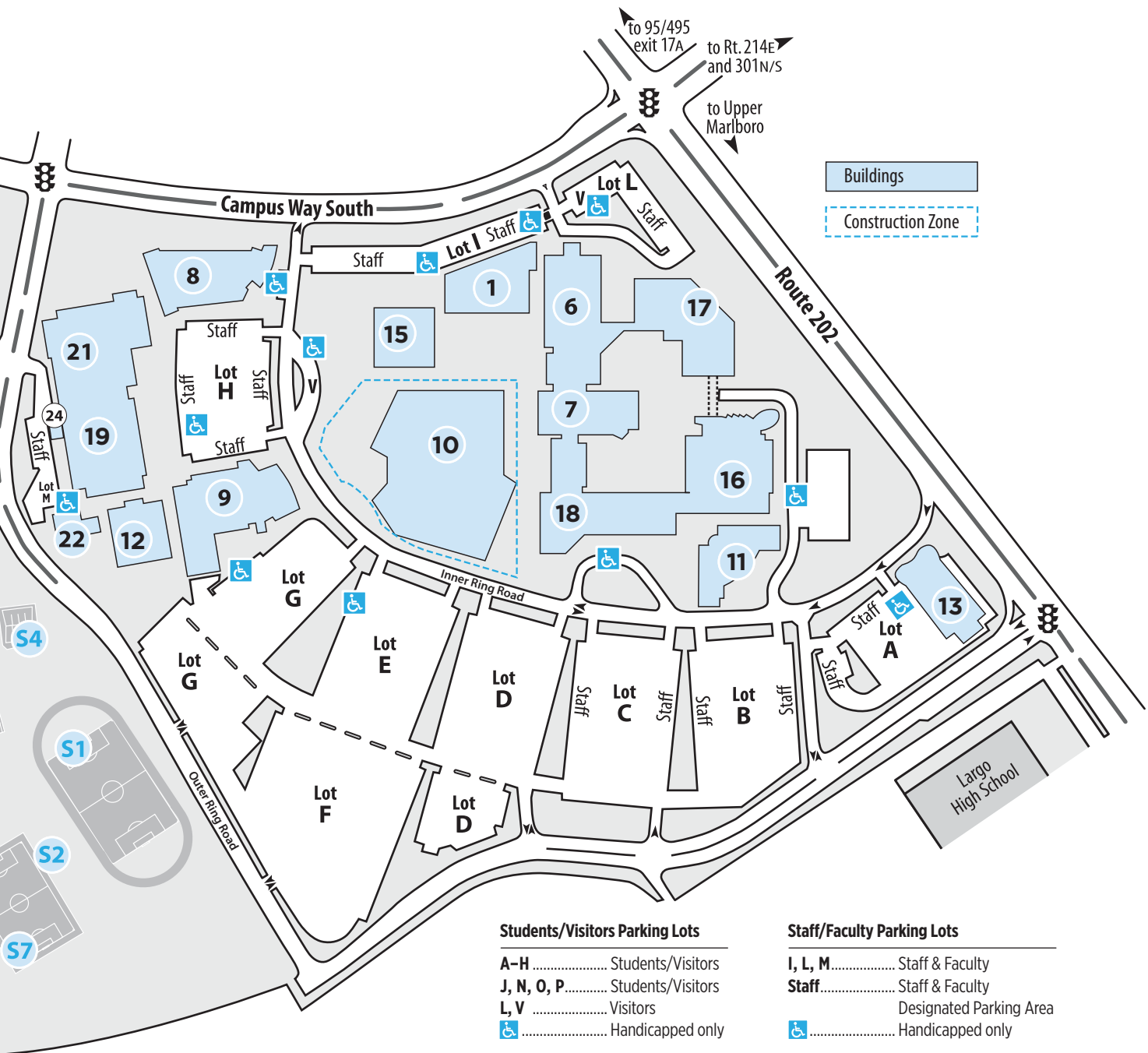
- 24. **Temporary Building (T3)**

- 25. **Warehouse**

ATHLETICS FACILITIES

- S1. Track/Practice Soccer Field
- S2. Golf Range
- S3. Tennis Courts
- S4. Racquetball Courts
- S5. Baseball Diamond
- S6. Softball Diamond
- S7. Main Soccer Field





Students/Visitors Parking Lots

- A–H Students/Visitors
- J, N, O, P Students/Visitors
- L, V Visitors
- Handicapped only

Staff/Faculty Parking Lots

- I, L, M Staff & Faculty
- Staff Staff & Faculty Designated Parking Area
- Handicapped only

Largo Campus—Class Location Abbreviations

- | | |
|--|---------------------------------------|
| AH.....Accokeek Hall | CEContinuing Education Building |
| ANXC.....Annex C | CH.....Chesapeake Hall |
| AB.....Auto Bay | KH.....Kent Hall |
| BH.....Bladen Hall | LH.....Lanham Hall |
| CAC.....Culinary Arts Center | LSC.....Largo Student Center |
| CAT.....Center for Advanced Technology | MH.....Marlboro Hall |
| CHS.....Center for Health Studies | NA.....Natatorium |
| | NF.....Novak Field House |
| | QA.....Queen Anne Fine Arts |

TUITION (SUBJECT TO CHANGE)

If you have not registered online, tuition must be paid in person or by mail to the Cashier's Office in Bladen Hall, Room 120. Tuition listed is for residents of Prince George's County. Tuition for residents of other Maryland counties is an **additional \$5 per course**. Tuition for residents of other states or the District of Columbia is an **additional \$10 per course**. (Example: Tuition is **\$50** for Prince George's County residents, **\$55** for residents of other Maryland counties and **\$60** for residents of other states or the District of Columbia.)

TUITION WAIVER

Senior Citizens

Maryland residents who are age 60 or older at the start of the semester are exempt from the payment of tuition for courses for which state funding is received. In addition, they are exempt from payment of instructional services fees, but not registration fees and special instructional fees.

Waivers only apply to courses with an asterisk next to the tuition. The asterisk (*) indicates courses for which state funds are received.

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

Note: Lab fees, textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-546-7422.

Maryland Disabled Persons

Any Maryland resident who is out of the workforce because of a permanent disability may be eligible for a waiver of tuition, but not fees, for continuing education instruction designed to lead to employment, including life skills instruction.

Contact the Office of Admissions and Records, Bladen Hall, Room 126, to obtain the necessary forms to apply for this waiver and to get a full description of this benefit. Or e-mail your name and address to enroll@pgcc.edu to have the forms mailed to you. Be sure to put "Tuition Waiver Forms" in the subject line of your e-mail.

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-546-7422.

FEES (SUBJECT TO CHANGE)

Registration Fees

A **\$25 registration fee** will be added to your bill, for standard students, upon registration. This fee will allow you to register for one or more courses during any given term.

Senior citizens and Maryland Disabled Persons will be charged a **\$85** registration fee per term. The **\$85 fee** applies to courses in this schedule that are marked with an asterisk no matter what the tuition. A senior citizen or Maryland Disabled Person who enrolls in a **\$25 course** that is marked with an asterisk is still responsible for the **\$85 registration fee**.

The terms for which a registration fee will be assessed are the following:

Spring	Jan. 1–Apr. 30
Summer	May 1–Aug. 25
Fall	Aug. 26–Dec. 31

Registration fees are nonrefundable. If, however, the college cancels all of the courses in which you are enrolled during a given term, the registration fee will be automatically refunded to you.

Note: Senior citizens and Maryland Disabled Persons are responsible for the registration fee even if some of their courses are canceled. For example, if you pay the registration fee and enroll in three courses, and two are canceled, you are still responsible for the \$85 registration fee that term.

Class-Related Fees

Students enrolled in noncredit courses are required to pay fees determined by the college to be related to the special costs associated with the delivery of instruction. These fees are designated in this publication as lab fees, food fees, materials fees, etc. and may be payable to the college or the instructor, as designated. No student is exempt from the payment of these fees.

EMPLOYER-PAID TUITION/ PURCHASE ORDERS

If your employer is paying your tuition:

Step 1: Get a purchase order, tuition assistance form or letter of intent from your employer. The document must have your name, amount to be paid, billing address, purchase order number and the original signature of person(s) authorizing payment.

Step 2: Register in person at the Office of Admissions and Records in Bladen Hall, Room 120 between 9 a.m. and 7 p.m., Monday–Thursday or on Friday between 9 a.m. and 4 p.m. and present the purchase order (two copies), tuition assistance form or letter of intent at the time you pay your tuition to the Cashier's Office.

Step 3: The bookstore is an independent entity from the college and is paid directly by the employer. If you are entitled to a reimbursement for books, you must obtain a separate purchase order, tuition assistance form or letter of intent addressed to Prince George's Community College Bookstore. For more information visit www.pgccbookstore.com.

Note: The college will not bill in order to reimburse the student. Students paying their own tuition must be reimbursed by their employer or agency. The purchase order, tuition assistance form or letter of intent will not be accepted after payment has been made by the student.

RETURNED CHECKS

If the college receives final notice of a check being returned for any reason prior to the start of class, you will be dropped from all classes with no financial obligation other than the returned check fee and registration fee. All checks are deposited twice.

If the college receives final notification of the returned check on or after the first day of the class, you will not be dropped from classes. You will remain enrolled unless you personally withdraw or otherwise adjust your schedule during the refund period. At the end of that period, you, the student, will be liable for tuition and fees for all remaining courses plus the returned check fee, regardless of whose check was used to pay your tuition.

No certificates will be issued until the indebtedness has been paid.

DROPPING A COURSE/REFUNDS

Individuals who withdraw from a course up until the day before the start date of the course will be issued a 100% refund of tuition, and course-related fees, but not the registration fee. No refunds will be issued after that date. Refunds of payments made by debit or credit card will be applied to the card. If payment was made by check or with cash the refund will be sent by check to the student's address of record. If payment was made by a third party the refund will go to that party. It may take up to 14 business days to process a refund.

If you choose to drop a course after the refund period, it must be done in person at the Office of Admissions and Records or by phone with the program coordinator of the course you are dropping. Call 301-546-0159 to contact your program coordinator. Courses cannot be dropped after the refund period on Owl Link.

Please call 301-546-0688 with any questions regarding a refund.



PRINCE GEORGE'S COMMUNITY COLLEGE

Workforce Development and Continuing Education Continuing Education Student Registration

Send check to:
Cashier's Office
Prince George's Community College
301 Largo Road, Largo, MD 20774

PLEASE PRINT CLEARLY

Student ID (if known) _____ **Date** Month Day Year ____ / ____ / ____

Semester Year: _____ Fall Winter Spring Summer

Name Last: _____ First: _____ Middle Init.: _____

Address Zip: _____ Number & Street: _____

Telephone Home: _____ - _____ - _____ Cell: _____ - _____ - _____ Work: _____ - _____ - _____

Date of Birth (required) Month Day Year ____ / ____ / ____

Ethnicity/Gender

Native American Black/African American White Multiple Male

Asian Hispanic Pacific Islander Other Female

Status If you are a Senior Citizen (60+), Active Military In-County, Maryland Disabled Person, Active Military In-State, College Employee, or Employee Dependent—STOP HERE and contact the Office of Admissions and Records at 301-546-7422 for additional information. More information is also available in the [Payment Information](#) section of this book.

YOU ARE NOT REGISTERED UNTIL FULL PAYMENT HAS BEEN ACCEPTED!

Course <small>(Letter)</small>	Synonym # <small>(Number)</small>	Start Date <small>(mm) (dd)</small>	Course Name	Tuition
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Fees

All standard students add a registration fee of **\$25.00** unless your course specifies that it is "Tuition Free" Subtotal \$ □□□□

← select only one, if it applies to you

Out of county Maryland residents add **\$5.00 per course** unless your course specifies that it is "Tuition Free" \$ □□□□

Out of state residents add **\$10.00 per course** unless your course specifies that it is "Tuition Free" \$ □□□□

Total \$ □□□□

I certify under penalties of perjury that the information recorded on this application is correct. I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

OFFICE USE ONLY

Date _____

Processed by _____

Student Signature

E-mail

Date