



PRINCE GEORGE'S  
COMMUNITY COLLEGE

# CONTINUING EDUCATION CLASSES

SUMMER 2020

Job Skills Training  
Personal Enrichment  
Workforce Development



# 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.

For best availability, mail your form and payment 2 weeks before the class is scheduled to begin.

## 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

## 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

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## NOTARY PUBLIC

### PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC

301-546-0712 or brownka1@pgcc.edu

#### 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\***

64380	S	5/16-5/16	10 a.m.-4 p.m.	
64382	S	7/25-7/25	10 a.m.-4 p.m.	
64379	TTh	8/18-8/27	online (4 sessions)	BLBD

### 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\***

64381	S	6/20-6/20	10 a.m.-4 p.m.	
64383	S	8/8-8/8	10 a.m.-4 p.m.	



### 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. Classroom delivery, 1 session, 3 hours **1 session, \$42**

64385	S	8/15-8/15	10 a.m.-1 p.m.	
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### 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**

64384	S	7/11-7/11	10 a.m.-1 p.m.	
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# 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
□□ - □□	□□□□	□□ / □□	_____	\$ □□□□
□□ - □□	□□□□	□□ / □□	_____	\$ □□□□
□□ - □□	□□□□	□□ / □□	_____	\$ □□□□
□□ - □□	□□□□	□□ / □□	_____	\$ □□□□
□□ - □□	□□□□	□□ / □□	_____	\$ □□□□

**Subtotal** \$ □□□□

**Fees** All standard students add a registration fee of **\$25.00** unless your course specifies that it is "Tuition Free" \$ □□ 25

- 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**