

NOTARY PUBLIC SEMINAR COURSE OUTLINE AND DESCRIPTION

Title:

“How to Become a California Notary Public”

Course Outline:

- Introduction & Exam Information
- California Notary Laws & Procedures
- Step-by-Step Notarizations
- Marketing Yourself as a Notary
- In-class Practice Exam

Course Description:

Becoming a Notary Public is more lucrative than ever! Increase your income or become a more valuable employee. Learn how to become a safe and effective notary and how to pass the required exam. Our 6-hour course will provide you with everything you need to know about California Notary laws and procedures, including:

- Step-by-step notarizations
- Identifying document signers
- How to complete the Notary journal and certificates
- Handling special and challenging documents and signers
- How to avoid lawsuits
- How to pass the exam (Practice exam provided)

Bonus: Learn how to market yourself as a Notary, set fees and maximize your earning potential!

***All California Notary applicants and renewing Notaries appointed on or after July 1, 2005 are now required to complete a six-hour certified course.**

Schedule:

Check-in: 8:00am – 8:30am

Seminar: 8:30am – 4:00pm

Includes a 40 min. lunch and (2) 10 min. breaks) (Students are encouraged to bring a bag lunch)

State Requirement: Students must be present for the entire 6-hour course to receive proof of completion. **Students who arrive after 8:30am will NOT be admitted.**

Fees:

Class Fee: \$99.00

Materials Fee: \$30.00 for Notary Public Sourcebook. (cash, check or money Order payable to “Notary Public Seminars”

State Exam: \$40.00 – Check payable to Secretary of State. The state exam will be administered after the six hour seminar for those who wish to take it.

Students must bring a 2 x 2 passport picture, drivers license or state issued ID or other appropriate photo ID. Two #2 sharpened pencils

Notary Public Seminars, Inc. has been a leading notary public course provider in California for 10 years. Carrie Christensen, CEO/President, is one of the most widely known experts in the Notary field and has been teaching for almost 20 years. She has been a Seminar Leader for the National Notary Association and served as the Director of Education for the United Notary Association.