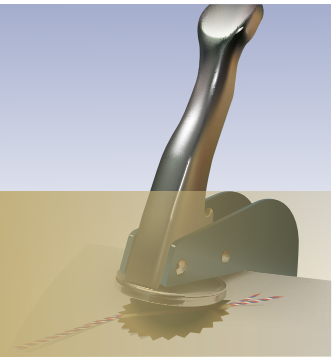


Notary Public



As sworn public officials, Notaries Public serve an important role in the prevention of fraud and protection of the parties involved by acting as an official, unbiased witness for certain documents. Because of this important role, all Notaries should understand their duties and responsibilities and properly perform requested notarial acts.

Join us at Prince George's Community College to learn more about the Notary Public and Notary Signing Agent/Title Insurance Producer Independent Contractor (TIPIC) profession.

GEN-307 Notary Public Procedures 0.5 CEU

For both prospective and present Notaries, this course will demonstrate how fraud can be prevented when documents are notarized properly and legally. Topics will include how to properly identify clients, keep adequate records of notarial acts, and charge proper fees.

*Instructors: Elaine Wright Harris and Frederick Harris. 1 session, \$55**

Syn# 14618	Sat	2/11	10 a.m.–4 p.m.	Largo Main Campus
Syn# 14619	Sat	5/6	10 a.m.–4 p.m.	Largo Main Campus
Syn# 19477	Sat	7/29	10 a.m.–4 p.m.	Laurel College Center

GEN-339 Applied Notary Practices and Procedures 0.5 CEU

This course reviews 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.

*Instructors: Elaine Wright Harris and Frederick Harris. 1 session, \$55**

Syn# 14617	Sat	3/4	10 a.m.–4 p.m.	Largo Main Campus
Syn# 19476	Sat	6/10	10 a.m.–4 p.m.	Largo Main Campus
Syn# 19475	Sat	8/12	10 a.m.–4 p.m.	Laurel College Center

GEN-363 Advanced Notarial Procedures 0.5 CEU

Use the process and techniques of handling advanced notarial procedures with confidence. Respond properly and accurately to any request presented for notarization, including but not limited to the three most common notarizations; Apostilles, Protests, and Medallion Signature requests; and responding to challenging signers. GEN-307 and GEN-339 recommended. *Instructor: Elaine Wright Harris. 1 session, \$55**

Syn# 14620	Sat	4/1	10 a.m.–4 p.m.	Largo Main Campus
Syn# 19439	Tue/Thu	8/22–8/31	Online (10 days/24-hour access)	Blackboard

NOTE: A Certificate of Course Completion in Notary Public Procedures is awarded upon completion of GEN-307, GEN-339, and GEN-363. Call 301-546-5299 for verification and to request the certificate.

GEN-369 21st Century Notary: Information Technology (IT) for Mobile Notaries

Run your home-based business like a big company using multiple smart devices, e.g., smart phone, tablets, and computers. Learn about IT applications that utilize smart phones; cloud-based software that protects Non-Public Personal Information (NPPI); how to synchronize data files and pictures across multiple devices; and more.

Instructor: Donnell Smith. 1 session, \$35

Syn# 14613	Sat	4/22	10 a.m.–1 p.m.	Largo Main Campus
Syn# 19474	Thu	6/29	6:30–9:30 p.m.	Largo Main Campus

◀ see other side

*tuition waiver applies

GEN-370 Guarantor of Trust: How Notaries Public Safeguard Non-Public Personal Information (NPPI)

Notaries Public are entrusted with the responsibility to safeguard their client's NPPI that they have access to or that is in their possession. This course teaches Notaries Public to assess and determine potential risks to NPPI and effective measures to mitigate or eliminate the possibility of fraud or identity theft. Information provided will enable Notaries to develop and implement a plan to protect their client's NPPI.

Instructor: Wanda Moore. 1 session, \$35

Syn# 14612	Thu	5/18	6:30–9:30 p.m.	Largo Main Campus
Syn# 19473	Thu	7/13	6:30–9:30 p.m.	Largo Main Campus

GEN-367 Refresher Course for All Notaries Public

This course is designed to refresh notarial skills for seasoned as well as novice Notaries Public who perform a few or many notarizations per month. Topics covered to improve notary consistency and accuracy include responding to improper requests; recording journal entries; charging proper fees; executing the three most common notarizations; and understanding the Apostille process for notarizing documents going out of the country. *Instructor: Elaine Wright Harris. 1 session, \$35*

Syn# 14616	Tue/Thu	2/21–3/2	Online (10 days/24-hour access)	Blackboard
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GEN-345 Marketing Your Notarial Services

Explore different marketing techniques to promote your notarial business. With the variety of notarial opportunities available, all Notaries, Notary Signing Agents, and licensed Maryland Title Insurance Producers can increase their businesses by using various techniques to capture their markets. *Instructor: Elaine Wright Harris. 1 session, \$35*

Syn# 14621	Wed	3/22	6:30–9:30 p.m.	Largo Main Campus
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Read about 2016 Notary Public Day at...

www.wrightnotarypublicnews.com/Pages-4/AnnualNotaryPublicDay2016Report.html

For more information about the
Notary Public program, call **301-546-5299**
 or visit the instructor's website at
www.wrightnotarypublicnews.com



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Transforming lives.

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Workforce Development and Continuing Education
Continuing Education Student Registration

1 ONLINE REGISTRATION

Online registration is available to all Continuing Education students. Go to the college website:

www.pgcc.edu; click on Owl Link at the top of the page; then Workforce Development and Continuing Education Students.

For detailed registration information, see the Schedule of Continuing Education Classes or call 301-546-0159.

2 WALK-IN REGISTRATION

In-person registration takes place on a continuous basis at the admissions, records, and registration area located in Bladen Hall, Room 126.

Monday–Thursday, 8:30 a.m.–8 p.m. | Friday, 8:30 a.m.–5 p.m.

You may also register at University Town Center (UTC) 6505 Belcrest Road, Suite 125 Hyattsville, MD 20782

or Laurel College Center (LCC) 312 Marshall Avenue Laurel, MD 20707

3 MAIL-IN REGISTRATION

Send completed form below and your check to: Cashier's Office Prince George's Community College | 301 Largo Road | Largo, MD 20774

PLEASE PRINT CLEARLY

Student ID (if known) _____ Date of Birth (required) ___/___/___ Today's Date ___/___/___
Semester Year: _____ [] Fall [] Winter [] Spring [] Summer
Name Last: _____ First: _____ Middle Init.: _____
Address Zip: _____ Number & Street: _____
Telephone Home: _____ Cell: _____ Work: _____
Ethnicity [] Native American [] Black/African American [] White [] Multiple [] Asian [] Hispanic [] Pacific Islander [] Other
Gender [] Male [] 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.

YOU ARE NOT REGISTERED UNTIL FULL PAYMENT HAS BEEN ACCEPTED!

Table with 5 columns: Course (Letter, Number), Synonym # (Section), Start Date (mm, dd), Course Name, Tuition. Rows include Notary Public Procedures, Applied Notary Practices and Procedures, and Advanced Notarial Procedures.

Subtotal \$ [][][][]
Fees All standard students add a registration fee of \$20 unless your course specifies that it is "Tuition Free"
select only one, if it applies to you [] Out of county Maryland residents add \$5 per course unless your course specifies that it is "Tuition Free"
[] Out of state residents add \$10 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.

Student Signature _____ Date _____
E-mail _____

OFFICE USE ONLY
Date _____
Processed by _____