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PROFESSIONAL DEVELOPMENT WEBINAR

REGISTRATION FORM
WEBINAR:
Notary-Basics Schedule

Registration Fee: \$35.00

Please circle below the date you would like to join the webinar:

October 11th,

October 25th

November 1st

November 15th

December 6th

December 13th

10:00 am-11:30 am

Location: Your Computer

Approved DLGS CEU's
 CMFO: 1. Office Mngt .5 Ethics
 Tax Coll: 1. Gen/Sec, .5 Ethics
 Pub Works Mngr: 1. Gov't, .5 Ethics
 QPA: 1. Office Admin/Gen, .5 Ethics
 RMC 1. Ethics, .5 Prof Dev.

PLEASE TYPE or PRINT LEGIBLY as email addresses are important for the registration of the webinar!

Name	Title	Email(REQUIRED!)	Address

Make Checks/PO Payable to:

LCB Services, 2950 Cooks Creek Rd.

Riegelsville, PA 18077

Fax: 610-346-8010

***Cancellation Policy: Any cancellation three (3) days before the webinar will be considered timely and a refund will be issued. Any cancellations after the deadline will NOT be refunded.**

Schedule:

10:00 am-11:30 am

Presenter:

Laurie A. Barton, Instructor

To Register:

1. Fill out the registration form and either email to lbarton@lcbsonline.com or fax: 610-346-8010
2. You will receive an email registration from "ClickMeeting" with a personalized link that will allow you to log in to the webinar at the scheduled time. You must enter your name and email address to be registered and receive your link to join the webinar. If you do not receive a link please email LCB Services at lbarton@lcbsonline.com
3. Be sure to check your junk/spam email folders!
4. At the time of webinar, click the link provided in the confirmation e-mail that states "Join" and you will be automatically directed to the virtual classroom(webinar).

PLEASE NOTE: ClickMeeting is a web based. Please check with your IT department for proper connection and firewall restrictions. Please be sure to check your JUNK/SPAM folder in your email system for ClickMeeting emails. It is recommended that you log into the webinar 15 minutes early to make sure your audio and software is properly working.

5. Attendees must sign on to the webinar at the specified time. Any attendee that signs in ten minutes after the start of the webinar may not be eligible for credit.
6. **Cancellation Policy: Any cancellation three (3) days before the webinar will be considered timely and a refund will be issued. Any cancellations after the deadline will NOT be refunded.**

Professional Development Webinar

Notary-Basics

Being appointed a Notary Public in New Jersey requires some knowledge of the what your responsibilities and liability is in performing notarial acts in your office.

This webinar will provide an overview of the laws of notary public, responsibilities, application for initial notary and renewal process. This webinar will also review the different types of notarial acts such as oaths, acknowledgements.



WEBINAR CEU Credits Information

The requirements to receive CEU credits for webinar is listed below. Please note, these procedures are for **LIVE WEBINARS that have approved CEU credits!**

1.Attendance- All attendees must be present for the entire webinar. Signing in late or signing out early may result in loss of credit.

2 Interaction and attentiveness is monitored through ClickMeeting. Attendees are expected to pay full attention to the webinar throughout the entire duration of the program. Tracking will be administered through ClickMeeting on each attendee's computer. If you click off the webinar screen at any time, this will be recorded.

Taking notes is encouraged however this is to be done with pen and paper and not by using Microsoft Word or other programs on the same computer as this will cause you to be marked inattentive which will then result in loss of credit.

3.Poll Questions consisting of three (3) questions will be inserted into the webinar randomly. The poll questions will be based on the materials presented within the webinar. You must answer 2 out of 3 questions to qualify for credit.

Once the webinar has ended we will review each attendee based on the three criteria above. If attendees have met all three of the requirements a certificate of attendance will be e-mailed within the week after program.

