



## REGISTRATION/INVOICE

### Notary Basics-Training-Webinar

<b>DLGS Approved CEU's</b> CMFO – 1-Office Mngt .5 Ethics CTC- 1-General/Secondary .5 Ethics RMC- 1-Prof Dev. .5 Ethics	<b>REGISTRAR CMR Approved Credits: 1 CMR Credit</b>  QPA-1- Office Admin/General .5 Ethics
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**Registration Fee:     \$45.00 Each**                      Purchase Order No. \_\_\_\_\_

ALL registrations require a purchase order number to be processed to secure your registration to attend webinar.

**NOTARY WEBINAR DATES: PLEASE CIRCLE YOUR CHOICE!**  
TIME: 9:30-11:30

1. 12/2/22
2. 12/09/22
3. 12/16/2022
4. 01/13/2023
5. 01/27/2023

**CLAIMANTS CERTIFICATION&DECLARATION**

I do solemnly declare and certify under penalty of the law that the within bill is correct in all its particulars and the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount as stated herein and charged is a reasonable charge.

Laurie A. Courter, Program Coordinator/Owner

**PLEASE JUST SEND THIS APPLICATION FORM WITH PAYMENT  
 THERE IS NO NEED TO SEND A SEPERATE VOUCHER FOR SIGNATURE. SIGNATURE ABOVE IS A PRE-SIGNED CERTIFICATION TO BE ATTACHED TO PURCHASE ORDER/VOUCHER IN LIEU OF SENDING ONE FOR SIGNATURE. THIS FORM HAS BEEN DETERMINED BY DLGS TO MEET THE REQUIREMENTS OF THE STATUTES FOR THIS TYPE OF EXPENDITURE.**

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

Name	Title/CMR#	Email(REQUIRED!)	Address

Make Check Payable to:  
**LCB Services \*\*NOTE NEW MAILING ADDRESS**  
 P.O. Box 565  
 Riegelsville, PA 18077  
 Email: lbarton@lcbsonline.com

**\*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:**

9:30-11:30

**Presenters:**

Laurie A. Courter (formerly Barton), Notary/Instructor

**Registration Fee: \$45.00**

Invoice/Register:

1. Fill out the invoice/registration form and email to: lbarton@lcbsonline.com
  2. Upon registration through Zoom, you will receive an email confirmation from ZOOM with a personalized link that will allow you to log in to the webinar at the scheduled time. If you do not receive a link please email LCB Services at lbarton@lcbsonline.com
  3. At the time of webinar, click the link provided in the **confirmation** e-mail and you will be automatically directed to the virtual classroom(webinar).
  4. Attendees must sign on to the webinar at the specified time. Any attendee that signs in after the start of the webinar may not be eligible for credit.
  5. **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.**
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DLGS Approved CEU's :

CMFO – 1-Office Mngt  
.5 Ethics

CTC- 1-General/Secondary  
.5 Ethics

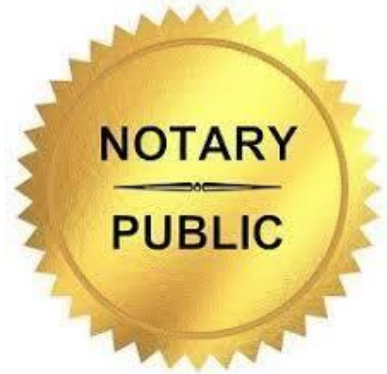
RMC- 1-Prof Dev.  
.5 Ethics

QPA-1- Office Admin/General  
.5 Ethics

**REGISTRAR CMR Approved Credits:** 1 for Certified Municipal Registrar

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**REMINDER-Please be sure to check your junk/spam folder for email confirmation and reminders from ZOOM.**



## Professional Development Webinars

### Notary Basics

Notary Publics, whether you are a newly appointed or seasoned Notary you are invited to join LCB Services for new Live Training Webinars where you can have your questions answered in real-time! This live training Notary course will be approximately 2 hours in duration. This is an opportunity for Notaries to share resources, ideas, and ask those lingering questions or concerns you have had.

Questions can be submitted to the presenter while the webinar is in session using the Chat feature. Let this be your chance to ask those questions, vent your frustrations or offer advice! This is a place for networking on all things Clerks! There is no such thing as a dumb question here! This will be a no judgment, safe space, to have open, productive discussions on the topic at hand. Please join us

## AGENDA



New Jersey Notary Manual

### **Review the most recent updates to obtaining Notary Commission**

- New and Renewal procedures
- Online application.
- Mandatory Training

### **Insurance-Should You Consider Getting Insurance?**

- What type of Coverage:
- E&O Insurance
- Bond Insurance
- Insurance coverage issues

### **Notarizing Documents-What Form to Use**

- Acknowledgments
- Oaths/Affirmation
- Review Different Notary Certificates-How to Properly Attach to Document

### **Proper Identification-Fraud**

- Review of Proper Identification of Signer, Drivers Licenses, Passports etc.
- Sworn Statement Oath
- Determination of Potential Fraud or Improper Influence

### **Tips & Tricks on the Proper Way to Notarize**

- Discussing the Importance of What a Notary Can and Cannot Do
- Fees-How Much Can A Notary Charge
- Refraining from Unauthorized Legal Advice
- Reviewing Document for Completeness-No Blanks!
- What to Do When Only One Signer Appears for a Document Requiring Two Signatures
- Correcting a Notary Certificate-Do's & Don'ts

### **Notary Journal**

- Use of Journal
- Stamp and Seal
- Signatures-Matching with Identification

## **WEBINAR CEU Credits Information**

The requirements to receive CEU credits for webinar is listed below. Please note, these procedures are for **Notary Training approved CEU credits through DCA and CMR Credits through State Registrar's Office!**

**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 ZOOM. Attendees are expected to pay full attention to the webinar throughout the entire duration of the program. Tracking will be administered through ZOOM 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 two (20 poll questions will be inserted into the webinar randomly. The poll questions will be based on the materials presented within the webinar. You must answer both to qualify for credit.

*Once webinar has ended we will review each attendee based on the criteria above. If attendees have met all of the requirements a certificate of attendance will be e-mailed within the next two weeks after program **and** upon payment.*

**\*\*** Using an **iPad or iPhone** is highly discouraged to be used to attend a webinar. The tracking features are unavailable for these devices and can result in loss of CEU credit.