

Schedule:
9:30-11:30

Presenters:
Laurie A. Courter, 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

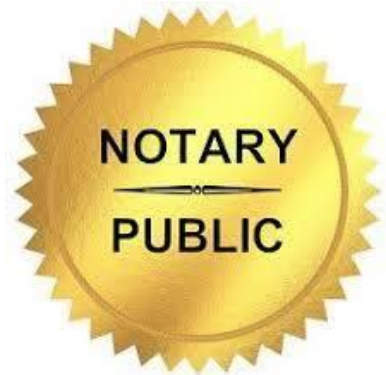
CTC- 1-General/Secondary
.5 Ethics

RMC- 1-Prof Dev.
.5 Ethics

QPA-1- Office Admin/General
.5 Ethics

REGISTRAR CMR Approved Credits: 1 for Certified Municipal Registrar

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.