



California Notary Public Education Refresher Course-3 Hours

Course Description

The ProCert Training 3-hour online Notary Public refresher education course meets the education requirement for notaries public applying to renew his or her commission before it has expired. Upon completion of the course, the student will receive a certificate to submit with the application to become a Notary Public in the State of California.

Course Goals

The specific aim of this course is to refresh your knowledge regarding the functions and duties of a Notary Public in the State of California. This course will also review the various concepts, terms and regulations that you will be tested on when you take the California Notary Public written examination.

Learning Outcomes

Upon successful completion of this course, you will have fulfilled the California 3-hour state Notary Public refresher education requirement. More specifically, by the end of this course you will be able to:

- Define the functions of a Notary Public
- List the duties of a Notary Public
- Describe the procedures to establish identification
- Distinguish the features of the different documents which a Notary Public completes
- Indicate the procedures to complete a proof of execution by a subscribing witness
- Recognize the different tools a Notary Public uses to complete his or her duties
- Identify notary restrictions
- Analyze different scenarios that a Notary Public might encounter
- Leverage Notary Public resources on the California Secretary of State web site

Learning Environment

This online learning environment offers several distinct advantages over more traditional teaching models:

- **Flexibility** – you can take as much or as little of the course as you like, whenever you like, wherever you like. The system saves your place upon exit so that you can resume the course where left off the next time you log in.
- **Thoroughness** – since this is a mastery-based learning environment, you need to demonstrate your understanding of one section before moving onto the next one
- **Interactivity**– the course uses scenarios, illustrations, graphics, learning activities and other multimedia elements to make your engagement with the subject matter both immediate and memorable

Course Contents

The course is divided into 10 learning units, preceded by an overview of the course and orientation, and followed by a final assessment over all ten units. Each of these primary learning units is subdivided into topic-specific units exploring some aspect of the unit topic:

Unit 1: What is a Notary Public?

- 1.1: What Does a Notary Public Do?
- 1.2: What are Some of the Things a Notary Can't Do?
- 1.3: Limitations of Who a Notary Public Can Notarize for
- 1.4-1.5: Reinforcement and Assessment Activities

Total Time: 15 minutes

Unit 2: How to Become a Notary Public

- 2.1: General Requirements and Reasons for Denial
- 2.2: Education Requirements: Initial Certification and Reappointment
- 2.3: Post-Commission Issuance Requirements
- 2.4-2.5: Reinforcement and Assessment Activities

Total Time: 15 minutes

Unit 3: Notary Duties

- 3.1: Features of a Certificate of Acknowledgment
- 3.2: Features of a Jurat
- 3.3: Differences between a Certificate of Acknowledgment & Jurat
- 3.4-3.5: Reinforcement and Assessment Activities

Total Time: 15 minutes

Unit 4: Establishing Identification

- 4.1: Establishing the Identity of the Signer
- 4.2: Establishing the identity of the credible witness
- 4.3: Recording Witnesses in the Journal
- 4.4-4.5: Reinforcement and Assessment Activities

Total Time: 15 minutes

Unit 5: Proof of Execution

- 5.1: Proof of Execution by a Subscribing Witness
- 5.2: Requirements of Signing a Document by Mark
- 5.3: Certifying by Powers of Attorney
- 5.4-5.5: Reinforcement and Assessment Activities

Total Time: 20 minutes

Unit 6: Tools of a Notary

- 6.1: Notary Use of Seal and Stamp
- 6.2: The Notary Public Journal
- 6.3: Journal Requirements and Restrictions
- 6.4-6.5: Reinforcement and Assessment Activities

Total Time: 20 minutes

Unit 7: Notary Restrictions

- 7.1: Restrictions on Immigration Documents and Marriage Licenses
- 7.2: Restrictions on Notarizing Documents in a Foreign Language
- 7.3: Charging of Fees
- 7.4: Change of Name/Address Procedures
- 7.5-7.6: Reinforcement and Assessment Activities

Total Time: 20 minutes

Unit 8: Notary Misconduct

- 8.1: Conflicts of Interest
- 8.2: Commission Revocation or Suspension
- 8.3: Civil Penalties
- 8.4: Felonies or Possible Felonies
- 8.5: Misdemeanors or Possible Misdemeanors
- 8.6: Infractions by Notaries Public
- 8.7-8.8: Reinforcement and Assessment Activities

Total Time: 20 minutes

Unit 9: Notary Public Checklist

- 9.1: Education Requirement; written examination
- 9.2: Fingerprinting; Live Scan Information
- 9.3: Notary Public Supplies and Oath of Office and Bond
- 9.4-9.5: Reinforcement and Assessment Activities

Total Time: 15 minutes

Unit 10: Notary Resources

10.1: California Secretary of State/Notary Public Web Site

10.2: Notary Public Forms, Services and Fees

10.3: California Government Code

10.4-10.5: Reinforcement and Assessment Activities

Total Time: 15 minutes

Course Pre-Requisites

To take this course, you must be eligible to take the 3-hour refresher course, which means that your notary commission will not have expired by the time you complete this course and register to take the State notary public written examination.

Additionally, you will want to verify general eligibility requirements to become a notary public in the state of California. These requirements are:

- Be a legal resident of the State of California;
- Be at least 18 years of age;
- Pass a background check

Course Requirements and Assessment

All learners are required to access each page of course content, meet the minimum amount of time requirement set by the state of California, and pass all assessments with the prescribed score.

The intent of all of the course's assessments is for you to demonstrate your mastery of the material before progressing. Since this is a mastery-based learning environment, you will be required to successfully complete a number of assessments as you go through the course. More information about the final assessment component is provided in the course orientation.

Additional materials

There are no additional materials required to take the class – all learning materials are contained within the online course itself. We have provided the latest version of the California Notary Public Handbook in PDF format in the course. Both this course and the California Notary Public written exam that the student will take after completing the course are based on information found in the California Notary Public Handbook

Course conclusion

Within 24 hours of your successful completion of the course, you will receive a PDF version of your course completion certificate. We ensure that student record information is maintained in electronic form for at least five (5) years. Student record information includes course transcripts and a PDF copy of any Certificate of completion.

Technical requirements

This course has been designed to be taken by anyone, anywhere, and at any time. An internet connection is required to log in to the course and to save your progress. Given the variable nature of software applications such as internet browsers and media players, however, it is important to note that some applications may provide for a more seamless and crisp course experience.

To ensure an optimal learning experience, please make sure your computer meets the following minimum specifications:

● **Web Browser:**

- **For PC Users:** Internet Explorer (IE) version 7+/FireFox 1+ (Windows 98+) or Netscape 7.2+/FireFox 1
- **For Mac Users:** FireFox 1+ (MacOS X and Linux)
- Please note that Mac Safari and Google Chrome can have some minor performance issues.

● If you are using an earlier version of Internet Explorer or Firefox, we recommend that you download the most current version from the manufacturer's web site

● **Internet connection:** We recommend a high speed connection, such as DSL or cable modem. A dial-up connection can cause data to become delayed or lost.

● **Plug-ins:** You will want to make sure that you have a current version of Adobe Reader and Flash installed on your computer. Please note that the course cannot be taken on an i-Pad as i-Pad does not leverage Flash technology.

Course support

We have designed this course to be as intuitive as possible. As such, we don't anticipate that you'll have any problems completing the course. However, we are always available to help you if you have a technical issue or a question about the course's content.

You can contact us in the following ways:

Phone: Call us at 310-464-1815 during business hours, which are Monday–Friday, 9 a.m.–6 p.m., Pacific Time.

E-mail: Send us an e-mail at: support@procertraining.com

We monitor our e-mail 24/7, so you'll be guaranteed a quick response to your inquiry or issue.