

GUILFORD TECHNICAL COMMUNITY COLLEGE

E-Notary Workshops

FALL 2009

The course will instruct existing Notary Publics in the newly legislated procedure required to exercise electronic notarial acts as set forth by the NC Secretary of State. **You must hold a valid commission as a NC notary public.** The course will cover the NC E-Notary Act, eligibility and registration, E-Notary processes, technology solutions and providers (you will get “hands-on” practice), ethics regarding E-Notarizations, consequences of misconduct, security standards, best practices and departmental recommendations. Note: A Manual will be provided in class at no extra charge. The Following must be with you in order to take the final exam: Notary Number, Photo I.D. (Driver’s License) & E-mail Address. Self-supporting class. **Course cost is \$58.** Please note this is not an on-line class. The class will be held in a computer lab and is instructor led.

<u>Course #</u>	<u>Day</u>	<u>Meeting Times</u>	<u>Date</u>	<u>Location</u>
SEF-3001E-312	Saturday	9:00 a.m. – 12:00 p.m.	10/10/09	High Point Campus Entertainment Tech Bldg. Room 124
SEF-3001E-313	Saturday	1:00 p.m. – 4:00 p.m.	10/10/09	High Point Campus Entertainment Tech Bldg. Room 124
SEF-3001E-314	Saturday	9:00 a.m. – 12:00 p.m.	11/7/09	Greensboro Campus Continuing Ed. Ctr. Room 222
SEF-3001E-315	Saturday	1:00 p.m. – 4:00 p.m.	11/7/09	Greensboro Campus Continuing Ed. Ctr. Room 222

Watch a demo of this exciting new format at www.settleware.com/demo

Please be sure when registering for a class that it best fits your schedule and then make a note of the exact course code, date and times, and location of your class. If you decide after you have registered for a particular class that you would rather attend another E-Notary class, unfortunately this will not be allowed without first checking to see if there is availability. SHOWING UP FOR A CLASS THAT YOU ARE NOT OFFICIALLY REGISTERED FOR WILL NOT BE PERMITTED EVEN WITH PAID RECEIPT.

Disclaimer

GTCC will make a 100% refund of registration fees if you officially withdraw from class BEFORE the first class meeting. GTCC will refund 75% of the registration fee (of tuition only) if you officially withdraw from classes on the first day of classes OR before the class reaches the 10% point. The 10% point varies from class to class. **To request a refund, please call Amy Leonard at (336) 334-4822 ext. 2336.** If a class is cancelled or full, GTCC will automatically process a full refund. Refunds are processed on a monthly basis. The College refund policy is established by state legislative action and is subject to change without prior notice to students.