Course Hours: 3

Instructional Mode
Distance Education

Learning Resources
1. *Functions and Duties of a California Notary Public Workbook* by the California Secretary of State’s Business Programs Division Notary Public & Special Filings Section
2. Optional: *Notary Public Handbook* by Alex Padilla Secretary of State

Course Description
A notary public is a public official who performs invaluable services for the legal, business, financial, and real estate communities. There are more than 225,000 notaries public in the state of California. This refresher course will help prepare you to pass the notary public examination by using the *Functions and Duties of a California Notary Public Workbook*. The *Functions and Duties of a California Notary Public Workbook* will assist you in understanding the roles, rules, and regulations regarding the notary public. This course is divided into six modules that consist of reading assignments taken from the *Functions and Duties of a California Notary Public Workbook* and multiple-choice assessments that will help test your knowledge of the material presented. Because this is a refresher course, *Notary Public Handbook* is offered as a reference to use at your discretion. With this refresher course, you will be better prepared to take the notary public examination and will continue on to a successful career.

The *Notary Public Handbook* is provided as a reference.

Learning Objectives
After completing this course, you will be able to:

1. Recall how to obtain and manage a commission and identify the purpose of the notary public bond.
2. Identify the tools, such as the notary public journal and notary public seal, needed to function as a notary public.
3. Recognize the essential basics of the notary public position, such as what a notary public can certify, and the importance of acknowledgements.
4. Specify the requirements of a jurat, proof of execution by a subscribing witness, and signature by mark.
5. Recall the rules regarding certifying copies, advertising, notarizing documents, and calculating fees.
6. Identify misconduct by notaries public, including conflict of interest, practice of law, civil penalties, felonies, misdemeanors, and infractions.
Grading/Evaluation Policy
Performance is measured by successful completion of online exercises, quizzes, and examinations. To successfully complete this course, students must complete: 6 modules including all reading and exercises and successfully pass 6 quizzes and a Final Exam. A minimum passing score of 70% or better is required on all assignments. Assignments with scores below 70% must be retaken until the score meets or exceeds 70%. If you do not pass the final exam, you are allowed to retake it.

Course Outline

<table>
<thead>
<tr>
<th>Modules</th>
<th>Hours</th>
<th>Assignment Title</th>
<th>Points Possible</th>
<th>Required to Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Obtaining and Managing a Commission</td>
<td>0.5</td>
<td>Module 1 Quiz</td>
<td>10</td>
<td>7</td>
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<tr>
<td>2: Tools to Function as a Notary Public</td>
<td>0.5</td>
<td>Module 2 Quiz</td>
<td>10</td>
<td>7</td>
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<tr>
<td>3: Essential Basics and Acknowledgments</td>
<td>0.5</td>
<td>Module 3 Quiz</td>
<td>10</td>
<td>7</td>
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<tr>
<td>4: Jurats and Proof of Execution by a Subscribing Witness</td>
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<td>Module 4 Quiz</td>
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<td>7</td>
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<tr>
<td>5: Certifying Copies, Immigration Documents, Protests, Depositions, Confidential Marriages, and Fees</td>
<td>0.5</td>
<td>Module 5 Quiz</td>
<td>10</td>
<td>7</td>
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<td>6: Misconduct by Notaries Public or Others Relating to Notarial Acts</td>
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<td>Module 6 Quiz</td>
<td>15</td>
<td>11</td>
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<tr>
<td>Practice Exam (optional)</td>
<td>N/A</td>
<td>Multiple-Choice</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Final Exam</td>
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<td>Multiple-Choice</td>
<td>30</td>
<td>21</td>
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<td><strong>Total</strong></td>
<td><strong>3.0</strong></td>
<td><strong>Multiple-Choice</strong></td>
<td><strong>95</strong></td>
<td><strong>67</strong></td>
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</tbody>
</table>

Student Integrity and Academic Honesty Policy
Allied Schools strives to encourage a spirit of honesty and integrity. This policy was created to foster a climate that promotes the most stringent academic standards. Violations of this policy will be dealt with using fair and consistent methods. Committing one or more of the following actions is considered unacceptable and constitutes a violation of this policy:

- Intentionally using or attempting to use unauthorized materials in any academic exercise;
- Intentionally aiding or attempting to aid another student to commit any act of academic dishonesty;
- Bribing or attempting to bribe, or making threats against any individual, with the intention of affecting a grade or an evaluation of academic performance;
- Falsifying any documents;
- Accessing the institution’s computer systems or files without proper authorization.