

# NOTARY PUBLIC SEMINAR OUTLINE

## COURSE OUTLINE

- Introduction & Exam Information
- California Notary Laws & Procedures
- Step-by-Step Notarizations
- Marketing Yourself as a Notary
- In-class Practice Exam
- California State Notary Public Exam

## CLASS SCHEDULE

Check-in:	8:00am – 8:30am
Seminar	8:30am – 4:00pm (Includes 40-minutes lunch and 2 10-min. breaks)
Exam Check-in	4:00pm – 5:00pm
Exam	5:00pm – 6:00pm

**State Requirement:** Students must be present for the entire 6-hour course to receive proof of completion. **Students who arrive after 8:30 am will NOT be admitted.** If the class is delayed in starting more than 15 minutes after the scheduled start time, the student must request a refund of the registration fee from the instructor before the class starts and before leaving the classroom.

**There will be no transfers or refunds for late attendees.**