

# Spring 2010 Third Annual Notary Public Workshop

Saturday, March 13, 2010

8:30 a.m. – 1:00 p.m.

757-368-4150

## Ms. Betsy Anderson - Keynote Speaker

The office of the Secretary of the Commonwealth is responsible for the commissioning of Notaries Public in Virginia, formal verification of notaries and other official duties.

*Ms. Anderson serves as the Director of Notary and International Authentications at Commonwealth of Virginia.*

## Main Speakers 9:00 am – 12:00 pm



Ms. Susan Sayers  
ssayers@verizon.net

### "How to Start your Own Mobile Notary Business" Event Speaker – Ms. Susan Sayers

Learn to grow your own business and become more valuable. Explore the various Notary Public credentials and how to obtain them. Discover the necessity of federal, state, city business licenses and how they benefit you.

*Ms Sayers serves as a Virginia Notary Public, NNA Notary Signing Agent, (NSA), eNotarization Certified, Trusted Enrollment Agent (TEA), is a Certified Notary Signing Agent (Background Screened).*



Mr. Frederick B. Harris  
NNA Certified Notary  
Signing Agent

### "The 9-5 Notary: Solve Potential Problems in the Workplace" Event Speaker – Mr. Fred Harris

A notary Public who works for an employer often faces a dilemma in serving the requirements of the profession. Through lack of knowledge, employers' requests do not always coincide with notary law. Topics to be covered include: common misunderstanding about potential liability issues, notary-employee case studies and Notary Public laws and accepted guidelines and standards.

*Mr. Harris serves as Adjunct Notary Procedure Instructor at Prince George's Community College. He is also an licensed Title Insurance Producer Independent Contractor (TIPIC) in the state of Maryland and has been operating as a Notary Signing Agent for seven Years.*



Elaine M. Wright

2009 NNA Notary of the Year  
thedeskofelainewright@comcast.net

### "Your Role as Identity Manager: Are You Ready?" Event Speaker - Ms. Elaine Wright

Government and business are increasingly seeking Notaries to help implement new requirements and programs aimed at deterring document fraud and identity theft. The role of Notaries is evolving and expanding from "rubber stampers" to sophisticated "identity managers." The key to Notaries Public successful performance in this role is a solid grounding in notarial practice.

*Recipient of the prestigious award of 2009 National Notary of the Year, Serves as Adjunct Notary Procedures instructor at Prince George's Community College in Largo, Md. She is also an NNA ambassador, NNA Certified Notary Signing Agent, Trusted Enrollment Agent licensed Title Insurance Producer Independent Contractor (TIPIC) in the state of Maryland.*

## Breakout Session 12:00 – 1:00 pm (choose one)

### "How to Become a Notary Public."

Rebecca Baker, Facilitator

Learn the steps to take in becoming a Notary Public. Become familiar with good records, seals, journals.

Virginia Notary Public applications will be available.

Ms. Baker has 15 years experience as a paralegal and legal secretary.

### "Network: Boost your Business"

Ms. Elaine Wright, Facilitator

Heighten your professionalism and increase your bottom line. Take steps to market your business.

### "Notary Basics Made Easy"

Mr. Fred Harris, Facilitator  
Learn to perform the three basic notarizations, screen for identity, willingness and competence, maintain a Notary journal and complete notary certificates. Review new law changes, develop confidence in your skills, minimize mistakes and learn about e/o insurance.

SPRING 2010  
**NOTARY PUBLIC WORKSHOP**

Information for commissioned Notary Publics and all interested in becoming a Notary Public!

**Saturday, March 13, 2010**

**8: 30 am – 1:00 pm**

*Continental Breakfast begins at 8:30 am*



**Virginia Beach Higher Education Center**

1881 University Drive

Virginia Beach, VA 23453

For additional information/directions phone 757-368-4150

Visit our website [www.nsu.edu/vbhec/directions](http://www.nsu.edu/vbhec/directions)

**Registration Form**

Name \_\_\_\_\_ Title \_\_\_\_\_  
Organization \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Main speakers from 9:00 am – 12:00 pm followed by:**

**Networking Breakout Sessions 12:00 pm – 1:00 pm (please select one)**

- Notary Laws and Procedures     Build Your Network, Boost Your Business
- Become a New Notary

**Registration Fee: \$69.00 (includes continental breakfast at 8:30 a.m.)**

Please make payment to **Norfolk State University**

Send and/or fax completed registration form and payment to:

**NSU/Virginia Beach Higher Education Center, 1881 University Drive, Virginia Beach, VA 23453**

**Phone: 757-368-4150**

**Fax: 757-368-4151**

Enclosed: Check or Money Order  Purchase Order  Visa  Master Card

Credit Card # \_\_\_\_\_ Exp: \_\_\_\_\_ 3-digit number on back \_\_\_\_\_

Total Authorized Charge \$ \_\_\_\_\_ Signature (required) \_\_\_\_\_

How did you hear about this workshop?  Newspaper  Website  Email  Direct Mail  Other \_\_\_\_\_

*Special Needs – Please check the  box if you need special accommodations for meals or require assistance due to disability. You will be contacted by NSU. Norfolk State University/Virginia Beach Higher Education Center reserves the right to cancel due to low enrollment. Cancellation requests must be in writing and faxed or e-mailed with a postmark no later than March 5, 2010 (5:00 p.m. deadline for email requests) to: Margaret Galotti ([magalotti@nsu.edu](mailto:magalotti@nsu.edu)).*

**No refunds will be issued after March 5, 2010.**