

Becoming a Notary Public in the Commonwealth of Pennsylvania is not a complex process, however we know that the choices for your education and supplies are numerous and confusing. Let us take a minute to explain the differences and similarities.

Marketing techniques and general advertising practices over the years has created the impression that some organizations are the governing entity or at least affiliated in some capacity with the State Department or the county governments. This is simply not true.

Pennsylvania's Department of State, Notary Division is the governing body for all Pennsylvania Notaries Public. They approve all notaries and enforce the educational requirements according to state law. Each approved provider of the mandatory education must submit their courses for approval by the Notary Division. These courses must contain the same pertinent information required by the State Department and the Notary law. Therefore all approved providers and their courses contain the same information regardless of presenter, organization or provider. We are an approved vendor by the Department of State. We provide the mandatory education course for new and renewing applicants. We offer the same as the other vendors and organizations.

The process of applying for a commission is also the same. After completed the required educational course the certificate of completion is attached to the state approved application. The application is forwarded to your local State Senator for execution. They forward it to the State Department through legislative channels for final approval and send the required bond to the applicant for execution. After execution the bond is recorded in the local county recorders office. Regardless of the provider or organization or even yourself the process is the same.

Handling your commission processing is also quite simple but again we offer you different choices. We believe it is your commission and you should control it from start to finish so we encourage you to handle the process on your own. We will guide you through each step of the appointment process and fix any problems or help handle any concerns you run into. If you would like us to the processing we offer a commission processing package that includes processing your application, executing your bond and acquiring your equipment at one low price. It is your choice. The "prices" you pay an in state, out of state or national "membership organization" to handle this for you includes the fees, your bond and equipment and sometimes they include "perks". Mostly, this price includes your "membership fee". You pay those high prices for a "membership". We are not a membership organization. Therefore you pay less, much less.

If you are interested in taking one of our courses please visit our web pages; www.panotaryacademy.com for our live seminars and www.panotaryacademyonline.com for online courses. You can pay online for any course live or online with the security of Pay Pal. Credit cards, debit cards and checks are accepted online for any course. Checks and money orders are accepted with mail in registration. If you would like to pay at the door for our live seminars; cash or money orders are accepted but only with preregistration by email.

The mandatory required course to apply to be a Notary Public is Notary 101. This course is a three hour course covering the law, our functions and general knowledge of a Notary Public. If you would like us to handle the processing of your commission also, we have a Full Commission Processing package available.

Additionally, we offer many more educational courses. These are offered online and on a regular basis through out the Commonwealth in a live seminar setting for better comprehension and more information exchange. They include, Accredited Signing Agent, DMV Agent and E~Notary, and more. All of our instructors are hands on notaries; they are not employed as teachers. Each one of them is successful in their own businesses, as Notaries Public, Signing Agents and DMV clerks here in Pennsylvania.

Notary 101 Mandatory Education - Live Seminar

Our Basic Notary 101 course and materials for this program have been developed by our staff and approved by the Commonwealth. This is the mandatory education course required for new Notaries Public. You will be taught the notary basics and then some.

Basic Notary 101 Mandatory Education..... **\$50.00**

Includes the following:

- Basic Notary 101 course.
- Basic Notary 101 workbook.
- 2010 Acknowledgements.
- 2010 Affidavits.
- 20109 Certifications.
- Access to 24 hour hotline.

Notary 101 Mandatory Education - Live Seminar w/Full Commission Processing

Our Basic Notary 101 course and Full Commission Processing Package can save you up to \$300 compared to other providers. Although the process of filing your application and acquiring the required signatures is fairly simple, with this package we will handle the full application process for you. We will handle the whole process for you. All you have to do is register at your local courthouse. This DOES NOT include courthouse registration fees.

Basic Notary 101 Mandatory Education w/ Full commission Processing **\$210.00**

Includes the all of the above and the following:

- Application processing.
- All state fees.
- Obtaining your Senators endorsement.
- 4 year \$10,000 bond required by law.
- Your new notarial seal.
- Your new notarial journal.
- All taxes, shipping and handling.

ASA- Signing Agent - Live Seminar

With the help of settlement agents, schedulers and title producers, we have comprised the most accurate training for PA Signing Agents you will find. We include information on documents, UPL and the basic functions of a notary at a mortgage closing. With so many differences in classes, education and designations a Signing Agent can get lost in the shuffle. Most settlement services who hire Signing Agents want them to have more than the average education in this field. Therefore this course was developed by them and is taught by experienced people who work in this field.

ASA Course **\$100.00**

Includes the following:

- Accredited Signing Agent course.
- Accredited Signing Agent workbook.
- Sample invoices and other business documents.
- Complete mortgage closing packet.
- ASA Certification.
- Access to 24 hour hotline.
- Web page at PA Notary Public.com
- PA Notary Public email
- Database entry at PA Signing Agent

DMV Agent - Live Seminar

This introductory course is for all those who wish to become a DMV Agent. In Pennsylvania Notaries Public provide DMV services to the general public through their offices by becoming DMV Agents. They can handle all types of vehicle transfers. Trucks, cars, motorcycles and trailers, even boats, snowmobiles and ATV's. We will not only explain the procedures but make sure you are informed on the laws involved. We will provide you with step by step instructions on how to handle all types of vehicle transfers. This course is **NOT** the certified course you must take to be a DMV Agent with the Department of Transportation. This is an introductory course only. This is a one of a kind course in which you will have all the information and education necessary to open your office for DMV work.

DMV Course..... **\$75.00**

Includes the following:

- DMV Agent training course.
- DMV Agent training workbook.
- Sample invoices and other business documents.
- DMV Agent document packet.
- Access to 24 hour hotline.

Notary 101 Mandatory Education – Online Course

Our Online Notary 101 course and materials have been developed by our staff and approved by the Commonwealth. This is the mandatory education course required for new Notaries Public. You will be taught the notary basics and then some.

Online Notary 101 Mandatory Education..... **\$40.00**

Includes the following:

- Basic Notary 101 course.
- Basic Notary 101 workbook.
- 2011 Acknowledgements.
- 2011 Affidavits.
- 2011 Certifications.
- Access to 24 hour hotline.

Notary 101 Mandatory Education – Online Course w/Full Commission Processing

Our Online Notary 101 course and Full Commission Processing Package can save you up to \$300 compared to other providers. Although the process of filing your application and acquiring the required signatures is fairly simple, with this package we will handle the full application process for you. We will handle the whole process for you. All you have to do is register at your local courthouse. This DOES NOT include courthouse registration fees.

Online Notary 101 Mandatory Education w/ Full commission Processing **\$200.00**

Includes the all of the above and the following:

- Application processing.
- All state fees.
- Obtaining your Senators endorsement.
- 4 year \$10,000 bond required by law.
- Your new notarial seal.
- Your new notarial journal.
- All taxes, shipping and handling.

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