

MAKING IT EASY FOR YOUR EMPLOYEES TO BECOME NOTARIES

The Pennsylvania
Association of Notaries
(PAN) offers a range of
Notary Appointment
and Reappointment
Packages.



Pennsylvania
Association of Notaries



BUSINESS SUPPORT

PAN walks your employees **STEP-BY-STEP** through the process.



Our Business Support packages provide everything your employee needs to become a Pennsylvania notary.

Contact our Education Coordinator at 1-800-944-8790, Monday—Friday, if your company is not registered for our Business Support Program.

Q&A Questions We've Received from Pennsylvania Businesses:

Q: Is it true I need to pass a notary exam to become a notary?

A: Yes. In fact, PAN had the highest passing rate out of the 20 approved education providers in 2022. Our passing rate is 91%, and we had over 3,600 notaries who took our notary education course and passed.

Q: I understand that PAN will answer questions about documents my employees are notarizing. What kind of questions can they expect?

A:

- Where do I put my stamp when there's no room?
- What is the notary language telling me to do?
- Please walk me through this notarization. The language is very confusing.
- A customer wants to sign using a power of attorney. What do I do?

Q: If one of my employees makes a notarial mistake on someone's document and they claim it causes a financial loss, is it true that my company can be held financially responsible and sued?

A: Yes. However, PAN's member services representatives will lead your employees through any notarial question or problem to help your company avoid potential lawsuits and fines.

PAN offers **DISCOUNTS** when you enroll **MULTIPLE** employees.



Q: What's involved in becoming a notary?

A: Your employees must complete three hours of mandatory education, pass a state-mandated exam, find a surety company to execute their \$10,000 notary bond, obtain the necessary notary equipment including notary stamps that conform with Pennsylvania's notary law, pay fees, take their oaths of office, record their bonds, and register their signatures. If your employees become PAN members, we can help them with the entire appointment process.

Q: If my employee took education four years ago do they need it again if they're renewing?

A: Yes. All notaries are now required to take three hours of notary education as part of the reappointment process.

Q: How would enrolling my employees with PAN memberships benefit me as an employer?

A: PAN helps your employees become notaries and provide all the equipment they need, including the \$10,000 bond required by Pennsylvania's notary law for each notary. You get high-quality notary products and our exclusive President's Guarantee, a 100-percent money-back pledge if you aren't satisfied. We also offer tools that make your employees' work as notaries easier, including sample letters and forms and keep them informed on any changes to the notary public law.

Q: Why does it seem like PAN costs more than other organizations?

A: A PAN membership covers your employees' entire four year commissions as notaries. Some organizations won't answer notarial questions and will only sell one year of membership to make it look cheaper.

Q: Do my employees have to join PAN to become notaries?

A: No. They can become notaries on their own.

Q: We have several employees that require education. Can PAN provide on-site training in our offices?

A: Not at this time due to the pandemic. However we can offer education workshops via Zoom to your facilities.

Q: Is it true I can receive discounts if I enroll multiple employees with PAN?

A: Yes, depending on how many notaries you enroll in PAN. If your business employs multiple notaries, contact PAN's Member Services at 1-800-944-8790 to discuss your Business Support Program.

Choose from
the following
**Appointment
packages:**



1. Become a Notary with Live Education

Taking that first step can be nerve-racking, but with PAN's guidance, you'll be on your way to obtaining your notary commission.

Our Notary Appointment Package includes the *First Time Notary Seminar and all the essentials you need, including:

- ▶ Step-by-step help in obtaining your commission
- ▶ State application fee
- ▶ All the notary equipment required by law (self-inking notary stamp and notarial journal)
- ▶ A \$10,000 bond (required by notary public law)
- ▶ Four-year PAN membership
- ▶ Additional items: PAN's Stamp Guard and *The Practical Guide for Notaries Public in Pennsylvania*

* PAN's First Time Notary Seminar focuses on the importance of a notary public, the appointment process, identifying your customers, notary equipment, and notary acts.

\$435.50 (includes shipping and tax)

2. Become a Notary with Superior Live Education

Includes all of the essentials listed above, the First Time Notary Seminar and *the Everyday Notary Challenges Seminar.

* The Everyday Notary Challenges Seminar will help you protect yourself from common mistakes that leave notaries open to possible litigation or fines. The seminar focuses on tips for proper notarization, problem documents and includes a notary (RULONA) exam prep.

\$526.50 (includes shipping and tax)

3. Become a Notary with Online Education via Zoom

Includes all the essentials listed under the live education package but replaces the live seminar with our live online First Time Notary seminar utilizing Zoom technology. This allows you to obtain education with the benefits of a live instructor-led presentation in the comfort of your home or office. Upon completion of the course, you will receive a certificate to use with your notary application to the state.

\$415.50 (includes shipping and tax)

4. Notary Appointment with Superior Online Education via Zoom

Includes all of the essentials listed above, the First Time Notary Seminar and *the Everyday Notary Challenges Seminar utilizing Zoom technology.

* The Everyday Notary Challenges Seminar will help you protect yourself from common mistakes that leave notaries open to possible litigation or fines. The seminar focuses on tips for proper notarization, problem documents and includes a notary (RULONA) exam prep.

\$486.50 (includes shipping and tax)

5. Notary Appointment with Online Education

Includes all the essentials listed under the live education package but replaces the live seminar with our Notary Public Basic Education Online. This allows you to obtain education when it fits your schedule. Upon completion of the course, you will receive a certificate to use with your notary application to the state.

\$425.50 (includes shipping and tax)

Choose from
the following
Reappointment
packages:



1. Notary Reappointment with Live Education

The entire reappointment process is time-consuming. If you forget a step the Secretary of State will return your application and you'll have to begin the process all over again.

PAN guides you through the entire process with:

- ▶ PAN's step-by-step help in retaining your commission
- ▶ State application fee
- ▶ \$10,000 notary bond
- ▶ Four years of PAN membership
- ▶ A self-inking notary stamp
- ▶ Notary Reappointment Seminar*

* PAN's Notary Reappointment Seminar fulfills the state's educational requirement for reappointed notaries.

\$346.85 (includes shipping and tax)

2. Notary Reappointment with Online Education via Zoom

Includes all the essentials listed under the live education package but replaces the live seminar with our live online Notary Reappointment seminar utilizing Zoom technology. This allows you to obtain education with the benefits of a live instructor-led presentation in the comfort of your home or office. Upon completion of the course, you will receive a certificate to use with your notary application to the state.

\$326.85 (includes shipping and tax)

3. Notary Reappointment with Online Education

Includes all the essentials of our Notary Reappointment package but replaces the live seminar with our Notary Reappointment Online course. This allows you to obtain education when it fits your schedule. Upon completion of the course, you will receive a certificate to use with your notary application to the state.

\$336.85 (includes shipping and tax)

“The PAN package is the best way to become a notary. It’s wonderful to have a one-stop shop.”

—Diane R., Williamsport



Pennsylvania Association of Notaries

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Website: www.notary.org



**Pennsylvania
Association of Notaries**

PAN's First Time Notary Seminar Schedule

LIVE SEMINAR EDUCATION

First Time Notary: 9:00-12:00
 Everyday Notary Challenges: 1:00-4:00

CITY	DATE	LOCATION
Allentown	Oct. 8, '24	Hilton Garden Inn
Allentown	Jan. 21, '25	Hilton Garden Inn
Altoona	Sep. 10, '24	Hampton Inn Altoona
Altoona	Jan. 14, '25	Hampton Inn Altoona
Butler	Oct. 22, '24	Hampton Inn
Butler	Feb. 4, '25	Hampton Inn
Erie	Oct. 15, '24	Courtyard by Marriott
Erie	Mar. 4, '25	Courtyard by Marriott
King Of Prussia	Oct. 1, '24	Holiday Inn Express King of Prussia
King Of Prussia	Jan. 7, '25	Holiday Inn Express King of Prussia
King Of Prussia	Mar. 11, '25	Holiday Inn Express King of Prussia
Lancaster	Nov. 19, '24	Country Inn & Suites
Lancaster	Jan. 28, '25	Country Inn & Suites
Mechanicsburg	Sep. 17, '24	Hampton Inn Harrisburg West
Monroeville	Nov. 5, '24	Hampton Inn Pittsburgh Monroeville
Pittsburgh	Oct. 15, '24	Gateway Center Conference Facility
Pittsburgh	Dec. 3, '24	Gateway Center Conference Facility
Pittsburgh	Feb. 11, '24	Gateway Center Conference Facility
Reading	Feb. 25, '25	Hampton Inn Reading/Wyomissing
State College	Oct. 29, '24	Country Inn & Suites State College
Washington	Sep. 17, '24	Holiday Inn Express
Wilkes-Barre	Nov. 12, '24	Hampton Inn & Suites
York	Sep. 24, '24	Wyndham Garden York
York	Mar. 25, '25	Wyndham Garden York
Youngwood	Mar. 11, '25	Westmoreland Community College

LIVE ONLINE EDUCATION VIA ZOOM

First Time Notary: 9:30-12:30
 Everyday Notary Challenges: 1:30-4:30

DATE	TIME
Sep. 10, '24	9:30
Sep. 24, '24	9:30
Oct. 1, '24	9:30
Oct. 8, '24	9:30
Oct. 29, '24	9:30
Nov. 12, '24	9:30
Nov. 19, '24	9:30
Dec. 3, '24	9:30
Dec. 10, '24	9:30
Jan. 7, '25	9:30
Jan. 14, '25	9:30
Jan. 21, '25	9:30
Feb. 11, '25	9:30
Feb. 25, '25	9:30
Mar. 4, '25	9:30
Mar. 18, '25	9:30
Mar. 25, '25	9:30

Take the Everyday Notary Challenges Seminar in the afternoon after the First Time Notary Seminar. This seminar will help notaries protect themselves from common mistakes that leave them open to litigation or fines. The seminar focuses on tips for proper notarization, problem documents and includes a RULONA exam prep.

PAN's First Time Notary seminar has been approved by the Pennsylvania Continuing Legal Education Board for three CLE credits for substantive law, practice and procedure.

For seminar dates beyond those listed above
 please check our website at www.notary.org/Education



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PAN's Notary Reappointment Seminar Schedule

LIVE SEMINAR EDUCATION		
Notary Reappointment: 9:00-12:00		
CITY	DATE	LOCATION
Allentown	Oct. 9, '24	Hilton Garden Inn
Allentown	Jan. 22, '25	Hilton Garden Inn
Altoona	Sep. 11, '24	Hampton Inn Altoona
Altoona	Jan. 15, '25	Hampton Inn Altoona
Butler	Oct. 23, '24	Hampton Inn
Butler	Feb. 5, '25	Hampton Inn
Erie	Oct. 16, '24	Courtyard by Marriott
Erie	Mar. 5, '25	Courtyard by Marriott
King Of Prussia	Oct. 2, '24	Holiday Inn Express King of Prussia
King Of Prussia	Jan. 8, '25	Holiday Inn Express King of Prussia
King Of Prussia	Mar. 12, '25	Holiday Inn Express King of Prussia
Lancaster	Nov. 20, '24	Country Inn & Suites
Lancaster	Jan. 29, '25	Country Inn & Suites
Mechanicsburg	Sep. 18, '24	Hampton Inn Harrisburg West
Monroeville	Nov. 6, '24	Hampton Inn Pittsburgh Monroeville
Pittsburgh	Oct. 16, '24	Gateway Center Conference Facility
Pittsburgh	Dec. 4, '24	Gateway Center Conference Facility
Pittsburgh	Feb. 12, '25	Gateway Center Conference Facility
Reading	Feb. 26, '25	Hampton Inn Reading/Wyomissing
State College	Oct. 30, '24	Country Inn & Suites State College
Washington	Sep. 18, '24	Holiday Inn Express
Wilkes-Barre	Nov. 13, '24	Hampton Inn & Suites
York	Sep. 25, '24	Wyndham Garden York
York	Mar. 26, '25	Wyndham Garden York
Youngwood	Mar. 12, '25	Westmoreland Community College

LIVE ONLINE EDUCATION VIA ZOOM	
Notary Reappointment: 9:30-12:30	
DATE	TIME
Sep. 11, '24	9:30
Sep. 25, '24	9:30
Oct. 2, '24	9:30
Oct. 9, '24	9:30
Oct. 30, '24	9:30
Nov. 13, '24	9:30
Nov. 20, '24	9:30
Dec. 4, '24	9:30
Dec. 11, '24	9:30
Jan. 8, '25	9:30
Jan. 15, '25	9:30
Jan. 22, '25	9:30
Feb. 12, '25	9:30
Feb. 26, '25	9:30
Mar. 5, '25	9:30
Mar. 19, '25	9:30
Mar. 26, '25	9:30

PAN's Notary Reappointment seminar has been approved by the Pennsylvania Continuing Legal Education Board for three CLE credits for substantive law, practice and procedure.

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BUSINESS SUPPORT PACKAGE ORDER FORM

NOTE: Your name must match the name that appears or will appear on your notary public commission. Please print clearly.

1. ORDERED FOR:

PAN Customer Number (if known) _____

Full Name (If renewing, as it appears on your current commission) _____

Phone _____ E-mail _____

If name has changed recently:
First, Middle Name or Initial (if used), Last, Suffix (if applicable) _____

2. SHIPPING ADDRESS:

Address _____

City and State _____ ZIP _____

3. NOTARY APPOINTMENT/REAPPOINTMENT PACKAGES, E&O INSURANCE:

Notary Appointment Packages (Select only one)

- Become a Notary with Live Education** (indicate city and date in Section 4.) \$435.50
- Become a Notary with Superior Live Education** (indicate city and date in Section 4.) \$526.50
- Become a Notary with Online Education via Zoom** (indicate date in Section 4.) \$415.50
- Become a Notary with Superior Online Education via Zoom** (indicate date in Section 4.) \$486.50
- Become a Notary with Online Education** \$425.50

Notary Reappointment Packages (Select only one)

- Notary Reappointment with Live Education** (indicate city, date and time in Section 4.) \$346.85
- Notary Reappointment with Online Education via Zoom** (indicate date in Section 4.) \$326.85
- Notary Reappointment with Online Education** \$336.85

Notary E&O Insurance (Select only one)

- \$30,000 for 4 years** \$48.00
- \$50,000 for 4 years** \$60.00
- \$100,000 for 4 years** \$240.00
- \$100,000 for 4 years** (With qualifying PAN education*) \$144.00

*In order to receive the lowest price on the \$100,000 E&O policy an individual must have had qualifying PAN education: First Time Notary, Notary Reappointment or Online education in the six months prior to the policy being issued. No other education qualifies.

Choose Stamp Body Color: Blue Green Orange Pink Purple Red White Yellow

Choose Journal Cover Color: (Appointment Packages Only) Blue Green Burgundy Pink

TOTAL \$ _____

4. SEMINAR: (Please indicate seminar date/time)

Live Seminar: City _____

Date _____ Time _____

Live Online via Zoom:

Date _____ Time _____

5. PAYMENT INFORMATION:

Paying by Check, make payable to "PAN" (There is a \$25 charge on all returned checks.)

Paying by Credit Card (VISA, MasterCard, Discover or Amex)

Name on card _____

Card Number _____

Expiration Date _____ Security Code _____

Card Holder's Billing Address _____

City and State _____ ZIP _____