



Online Basic Notary Course

Approved Course for Mandatory Notary Education Requirement

All individuals applying for a notary commission for the first time or those seeking to be recommissioned (and were first commissioned after July 1, 2003) are required to take an approved 3-hour notary training course within 6 months (no earlier) prior to application. Individuals who were initially appointed prior to July 1, 2003 are not required to meet the education requirements.

Easy-to-use, self-paced format

Course provides easy to follow content along with questions to test knowledge throughout the course. The final assessment at the end of the course determines your level of understanding of the required material.

MEMBER PRICE: \$99.00 per student
NON-MEMBER PRICE: \$119.00 per student

Reappointment Y N
Date Commission Expires: _____

Name (As it will appear on commission) _____

E-Mail Address:(must include): _____

Company _____

Company Address _____

Company City _____ **State** _____ **Zip Code** _____

Company Phone Number _____ **Company Fax Number** _____

Type of Internet Connection _____ **Windows Operating System,/Browser** _____

Make check payable to PAA Services, Inc.

Check enclosed: Check Number _____ Total Amount \$ _____

OR

Please bill my credit card:

Cardholder Name _____ **Cardholder Signature** _____

Please indicate which card you would like to use: VISA MASTERCARD AMEX DISCOVER

Card Number _____ **Expiration Date** _____

(Please print legibly)

Total Amount Billed to Credit Card \$ _____

**Please also send a copy of
valid photo identification
(driver's license)**

PAA Services, Inc.
Education Department
1925 North Front Street, PO Box 2955
Harrisburg, PA 17105-2955 FAX 717-213-0102

Once we receive registration form, signed user agreement, affidavit, copy of valid photo identification, and payment, instructions and login information will be forwarded to you within 48 business hours. If you have any questions, please contact Becky Ross at 800-242-3745 ext. 3319.

Affidavit of Applicant's Identity

In order to be authorized to obtain your required three-hours of approved notary training by non-live interactive course, you must provide verification of your identity by signed affidavit.

INSTRUCTIONS: Please read this affidavit carefully, complete the requested information and sign the document. **This affidavit must be submitted with a photocopy of your valid photo ID prior to taking the course.** Thank you.

I, _____ (print full name), do hereby attest that I am the person herein named, that the copy of the ID submitted herewith is mine and is genuine and true, and that I alone will undertake the three-hour notary training course and will do so with complete honesty. I further attest that the evaluation I complete at the end of the Pennsylvania Automotive Association's Basic Notary Course will be my own work product and mine alone. I attest that these statements are true and hereby sign this affidavit under the penalties of perjury as provided under 18 PA.C.S. 4902 this _____ (day, month, year).

Signature

User Agreement

The following agreement describes the terms and conditions on which PAA Services, Inc. offers its services. You must agree to these terms and conditions before being provided with login information for the Online Notary Course.

The purpose of this course is to provide students with a general overview of the subject matter and aimed at helping you and your employer comply with government training regulations. Ensuring that employees meet the training requirements is ultimately the employer's responsibility. It is the student's responsibility to complete a course in it's' entirety.

Certificate of Completion

A "Certificate of Completion" from PAA Services, Inc. indicates that the student has completed the requirements of the course. A certificate from PAA Services, Inc. does not guarantee that a student possesses a minimum level of skills or knowledge regarding the subject matter. It is the employer's responsibility to assess the employee's level of skill or knowledge and determine whether an employee is qualified to perform a specific job or function.

Limit of Liability

By registering for this course, the student and student's employer agree that PAA Services Inc. shall not be held liable for any type of loss or damage that could be construed as arising from this course. PAA Services, Inc. does not take responsibility and shall not be held liable for inappropriate use or application of information or instruction provided in this course.

Copyright

All material contained on the PAA web site is protected by copyright law. The student and the student's employer agree not to copy or distribute any materials contained in the courses.

Honor Code

PAA Services, Inc. trusts in the integrity of the student to observe the honor code. The honor code is based on the assumption that the student will be honest when taking any assessments or exams. The student agrees that only he or she will take the exams and complete required exercises and that he or she will not distribute or share exam questions or provide answers to other students enrolled in the course.

Passwords

Students may not disclose or share their password with others, and will notify PAA Services, Inc. if he or she believes that his or her password has been compromised.

Student Signature

Date