

Notary Course

*This Course is Specifically Designed to Help You
Pass the Notary Public Test*

*We have the Information You Need
to Pass the Notary Test
The First Time!*

For Schedules, Additional Information, Maps to Locations and More, Please Visit our Website:

www.DonaldsonEducation.com

DONALDSON
Educational Services

Notary Public Course Outline

This is the Preparation Course you want to take to become a Notary in the State of Louisiana. All of the information you need to pass the examination is concentrated in this one Course!

Course 101 is offered in our Metairie Classroom, 2601 North Hullen.

Please see the Course Schedule in this brochure or visit our Website at www.DonaldsonEducation.com for starting dates and times.

Topics include:

- The Louisiana Civil Law
- The Matrimonial Agreement
- The Living Will
- Business Organizations
- The Louisiana Notary Public Law
- Court Opinions on Notary Services
- Contracts
- Transfer of Property
 - Bill of Sale for Personal Property
 - Conveyances for Real Estate
- What the Notary can do and what is off limits
- La. Motor Vehicle registration and transfer

About the Notary Examination

The Notary Exam is a statewide standardized examination.

Upcoming examination dates and application deadlines are:

<u>Examination Date</u>	<u>Application Deadline to Sec. of State</u>
June 4, 2011	April 20, 2011
December 3, 2011	October 19, 2011

The examination will consist of three parts and last about five hours. Examinees must pass all three parts in a single sitting. For instance, an examinee that passes Part I and Part III, but fails to pass Part II must re-take all three parts again in the future to qualify for a commission.

Part I will consist of multiple choice items pertaining to information from the Louisiana Civil Code, the Code of Civil Procedure, the Louisiana Revised Statutes, state attorney general's opinions, and state court decisions that are germane to the office and practice of notary in the state. Items will test examinees' knowledge of the law governing the office of notary and the exercise of authorized notarial functions and their ability to comprehend and apply the information. Part I will be timed at 60 to 75 minutes, and the criterion for passing will be 75% of the items answered correctly.

Part II and Part III, which are performance assessment components of the test, will have a combined time of 3.5 to 4 hours and will be of open-book format. Examinees will be allowed to use the current (2010) edition of *Louisiana Civil Code (LCC)*, a publication in 2 volumes (Thomson/West). Examinees must furnish their own copies. The *LCC* will be required to complete Part II and examinees may elect to use it in Part III. Part II will present the examinees with passages of civil law which examinees must be able to identify in the *LCC*. Part III, a written component, will present the examinee with several scenarios to which the examinee must respond effectively in writing. In responding to the scenario, examinees may be asked to utilize and write out the relevant juridical acts and demonstrate an appreciation for the ethics that inform effective notarial practice. The recommended time for Part II will be 45 minutes to 1 hour. The recommended time for Part III will be 3 hours.

Registration and Exam Fees

Each parish has their own application process. The contact for your Parish's Examining Committee will be able to instruct you as to the application process in your parish. In addition to your parish's application there is a Notary Examination Application which will have to be filled out by the applicant, approved by the Parish Examining Committee in the applicant's parish of residence, and mailed to this office with the examination fee of \$50.00. **This application and fee is non-refundable and non-transferable.**

The Secretary of State must receive the applicant's Notary Examination Application which has been approved by the Parish Examining Committee along with the examination fee of \$50.00 on or before thirty (30) days prior to the date of the examination.

The fee to register as a Notary with the Secretary of State after you pass the examination is \$35. The five year Bond is \$250 (You may pay by the year.) The renewal fee is \$20.

How to Obtain a Notary Commission

Notary Public Initial Appointment Requirements

To qualify for an initial appointment to the office of Notary Public in Louisiana, one must:

1. Be at least 18 years of age
2. Be a resident (citizen or alien) of the State of La.
3. If a citizen, must be a registered voter in parish of residence
4. The initial appointment must be made in the parish of residence. Once you get your initial appointment, you may then apply at additional parishes. Some parishes have reciprocal agreements as well.
5. Pass the Notary Exam, submit the proper forms and fees to the District Court. We give you these forms in class and show you how to fill them out and where to send them.

The Initial Appointment as Notary Process: A Step by Step Guide

Step 1: Register for Notary Course 101

Refer to our Course Calendar in this Brochure or visit our Website at www.DonaldsonEducational.com for Course Dates and times. You may register by calling one of our Customer Service Representatives at 456-1785 in the Greater New Orleans Area or Toll Free at 1-800-257-2741. Payment is not due until the first class session.

Step 2: Submit an Application to be appointed a notary public public to the appropriate district court together with a certificate establishing age and residence.

Step 3: Apply to take the Examination

Application to take the examination must be filed with the district court no later than thirty days prior to the date as fixed for such examination.

Step 4: Submit the following to the Secretary of State:

1. The Certificate from the Court that you have been found competent and possess the necessary qualifications to be appointed to the office. (In other words, you passed the exam.)
2. The Oath of Office Document
3. A Bond in the amount of \$10,000.

Registration / Information

Greater New Orleans Area
(504) 456 – 1785

Greater Baton Rouge Area
(225) 291-5044

7 REASONS DONALDSON SHOULD BE THE #1 CHOICE FOR NOTARY PUBLIC PROFESSIONALS

1. THE BEST WRITTEN GUARANTEE IN THE BUSINESS

Attend the first class free. If you do not feel the course is right for you, just leave the class without paying. If you are prepaid, we will gladly refund your tuition.

2. THE STRONGEST REFUND, CHANGE OF CLASS AND MAKE UP GUARANTEE IN THE BUSINESS

If you prepay and do not attend class, we happily refund your tuition without penalty. You may change courses or classes without penalty also. Finally, you are allowed to make up classes in any of our courses without further charge. We want to make attending class as easy and convenient as possible.

3. MORE SCHEDULING OPTIONS

- *We offer more courses throughout the Area at more times than anyone else.*
- *We do not charge a penalty for changing courses.*

4. QUALITY SPEAKERS

You are not an amateur and you should not have to listen to one. Each instructor is evaluated by every customer. They're GOOD or they're GONE. PERIOD.

5. COMFORTABLE FACILITIES

DONALDSON facilities are designed for YOUR COMFORT. Each room has excellent lighting, calm colors, unobstructed views, and ample elbow room, and padded seats.

6. FRIENDLY, EFFICIENT SERVICE

We strive to always answer our phone with a SMILE. We won't tell you we believe we have the FRIENLDEST, MOST HELPFUL, MOST EFFICIENT STAFF in town. We'll PROVE IT! Pick up the phone and give us a call.

7. ONE OF THE MOST RESPECTED REPUTATIONS IN THE BUSINESS

At DONALDSON, we have been training adults in a variety of professions for over 20 years. Our Motto that "Our Graduates are our Best Advertisement" is earned with hard work and a sincere desire to be the best.

INFORMATION / REGISTRATION

Greater New Orleans Area

456 – 1785

Greater Baton Rouge Area

291-5044

Statewide Toll Free

1 - 800 - 257- 2741

Statewide Fax – Toll Free

1-877-456-1789

New Orleans Fax - 24 Hours

(504) 456 – 1789

Baton Rouge Fax – 24 Hours

(225) 291-9910

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Donaldson Educational Services

Registration Form for Notary Course

\$595

A Complete Review of the Information You Need to Know to Pass the Notary Exam
Textbook not included in Course Price. May be purchased separately for \$90.

Metairie 2011
 Notary Schedule
 2601 North Hullen Street
Wednesday Nights*
6:00pm-9:45pm
 _____ Class Number : NT1101
 _____ Starting Date: March 2
 _____ Class Number : NT1102
 _____ Starting Date: September 14

***Our course is conducted one night a week due to the extensive amount of reading and studying required. We strongly recommend each student schedule a second evening to go to the library so you can study in a quiet environment.**

<p style="text-align: center;">Phone Registration Fax (24 Hours)</p> <p style="text-align: center;">Greater New Orleans Area 456-1785</p> <p style="text-align: center;">Greater Baton Rouge Area 291-5044</p> <p style="text-align: center;">State-Wide Toll Free 1-800-257-2741</p> <p style="text-align: center;">Please have your credit card ready.</p>	<p style="text-align: center;">Phone Registration Information One Call to one of our friendly customer service representatives is all it takes!</p> <ol style="list-style-type: none"> 1. Select the Course you wish to attend 2. Call one of our friendly customer service representatives, Monday – Friday, 7:30am-5:30pm. <p>Tuition is not due until the end of the first class. You may attend the first class without obligation – then decide</p> <p>We accept cash, checks, VISA, M/C, Discover and AmEx.</p>	<p style="text-align: center;">Fax Registration Fax (24 Hours)</p> <p style="text-align: center;">Greater New Orleans Area 456-1789</p> <p style="text-align: center;">Greater Baton Rouge Area 291-9910</p> <p style="text-align: center;">State Wide Toll Free 1-877-456-1789</p>
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I am paying by: Cash Check Check by Computer Visa MasterCard American Express Discover

Name: _____ Home Phone: _____

Credit Card Billing Address: _____ Day or Cell Phone: _____

City, State, Zip: _____ E-mail Address: _____

Credit Card Number: _____ Verification # _____ Expiration Date: _____

If paying by Check by Computer. (Note: If enclosing check, you do not need to fill this out.)

Name on check: _____ ABA Routing Number: _____ Account Number: _____

By Mail Donaldson School P. O. Box 8767 Metairie, LA 70011	By Fax (504) 456-1789 (225) 291-9910 1-877-456-1789 24 Hours	By Phone (504) 456-1785 (225) 291-5044 1-800-257-2741	In Person 2601 N. Hullen Street Metairie, LA 70002	Online www.DonaldsonEducation.com
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