

# Online Basic Notary Public Training Course

## Approved RULONA Basic Notary Public Course by the Department of State: Education Requirement

Due to the Revised Uniform Law on Notarial Acts (RULONA) taking effect on October 26, 2017, all applicants, both initial (new) appointment and reappointment, must take an approved notary education course. All applicants must, within the six month period immediately preceding application, complete a course of at least three hours of notary public basic education approved by the department.

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

### Easy-to-use, self-paced format

PAA's online training is designed into two modules:

Module 1: Course

Module 2: Final Quiz

The course provides easy to follow learning content along with practice questions found throughout the course. After completing the course module, students proceed to the final quiz which determines your level of understanding of the learning content. A Certificate of Education can be printed at the conclusion of passing the final quiz with a score of 70% or better. Your Certificate of Education will also be mailed to you.

### Three Ways to Register and Pay!

1. Register and Pay Online at [www.paa.org/seminars](http://www.paa.org/seminars)
2. Fax registration form with credit card information to: 717-213-0102
3. Mail registration form with check to:  
PAA Education Department  
1925 North Front Street, PO Box 2955  
Harrisburg, PA 17105-2955

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 \_\_\_\_\_

**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 \_\_\_\_\_ (Please print legibly)    Expiration Date \_\_\_\_\_

Total Amount Billed to Credit Card \$ \_\_\_\_\_

PAA Services, Inc.

Education Department  
1925 North Front Street, PO Box 2955  
Harrisburg, PA 17105-2955  
Telephone Number 800-242-3745 Fax Number 717-213-0102

Email [bross@paa.org](mailto:bross@paa.org)

**Please also send a copy  
of valid photo id, i.e.,  
driver's license, passport.**

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

Also need front copy of driver's license.

Fax to 717-213-0102

or

Email to [bross@paa.org](mailto:bross@paa.org)

## 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 final quiz I complete at the end of the Pennsylvania Automotive Association's Basic Notary Public Training 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 its entirety.

### **Certificate of Education**

A "Certificate of Education" 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 quizzes and complete required exercises and that he or she will not distribute or share quiz 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.

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Student Signature

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Date