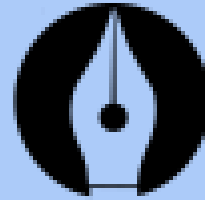


Texas Notary Public Professional Training Academy



TEXAS NOTARY
PUBLIC PROFESSIONAL
TRAINING COURSE



Professional Training for Notaries

Call us at (21)343-5007 or email us at: phyllis@mysamobilenotary.com to learn about scheduling convenient "One on One" or group training. See our current class schedule on our website: <https://www.texasnotarytrainingacademy.com/>

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About the Instructor



**Phyllis E. Traylor, MA, US Army Retired
Texas Notary Public Instructor**

**Certified Signing Agent, Notary2Pro Certified Trainer,
Texas Certified Process Server**

**National Notary Association (NNA)
2018 Notary of the Year Honoree**

As a Texas Notary Public and Educator, Phyllis has a pretty diverse background. She has a Master of Arts Degree in Adult and Higher Education, and a Bachelor of Science Degree in Occupational Education. She is also a United States Army Retiree (served 20 years).

Most recently Phyllis has become a Certified Notary2Pro Trainer, providing live Texas specific Notary2Pro Signing Agent Training Courses for Texas Notaries Public. She is also a contributing writer for the [American Association of Notaries](#) (AAN).

Phyllis Traylor is the owner of [My San Antonio Mobile Notary \(A+ Certified by BBB\)](#) and several other subsidiaries providing services to Bexar, Comal and Guadalupe counties in Texas.

Phyllis taught full time as an Assistant Professor at St. Philip's College in the Business Information Solutions Department, and at DeVry University as a Visiting Professor. She is currently an Adjunct Faculty member at St. Philip's College. She has over 12 years teaching experience in Adult Education including online course development and delivery.

Phyllis has nearly ten years of experience as a Notary Public. She has over seven years of experience in the Real Estate Industry as a Real Estate Agent/Broker and has performed hundreds of real estate transactions and closings.

[My San Antonio Mobile Notary](#) has been awarded the following vendor certifications through the [South Central Texas Regional Certification Agency](#) (SCTRCA): Texas Historically Underutilized Business (HUB), AABE-African American Business Enterprise Certification, ESBE-Emerging Small Business Enterprise Certification, MBE-Minority Business Enterprise Certification, SBE-Small Business Enterprise Certification, VBE-Veteran-Owned Business Enterprise Certification, WBE-Woman-Owned Business Enterprise Certification.

Message from the instructor:

"I am a strong believer in education. I feel that whatever role you decide to take on, you should be well equipped to do your best. As a Notary Public, you have been appointed, as an officer of the state, and you have an obligation to both yourself and the public to know what you are doing. While there is no mandated training for a Texas Notary Public that is no excuse not to learn and follow the laws associated with your appointment."

We Provide Course Delivery in the following formats:

- ***Online***

Instructor-led prerecorded format, using audio/visual technology. These self-paced online courses include slides, handouts, exams and Course Certificate of Completion.

- ***Live Webinar - Online***

Instructor-led, interactive live webinar. Our LIVE WEBINAR training includes course handouts, access to the recorded training presentations (60 days), and Course Certificates of Completion.

- ***Live Classroom Training***

Our live training includes course handouts, live course delivery, access to non-audio training presentations (60 days), and Course Certificates of Completion

Texas Notary Public Professional Training Academy Mission:

To teach the Texas Notary Public how to properly notarize documents and complete notarial certificates, so the Notary Public will feel confident completing notarial duties for the general public. Also, provide training in “what to do” and “what not to do” as a Texas Notary Public.

Our Courses

Our online training includes course handouts, module exams, self-paced audio and visual training presentations, and Course Certificates of Completion.

List of our current online courses:

- Texas Notary Public Training Workshop \$75.00 – Online
- Texas Notary Public Advanced Training Course \$95.00 – Online
- Texas Notary Public Training Workshop and Advanced Training Course Bundle \$150 (save \$20) – This bundle includes both the Online Texas Notary Public Training Workshop and Online Texas Notary Public Advanced Training Course for one reduced price.

Our LIVE WEBINAR training includes course handouts, access to the recorded training presentations (60 days), and Course Certificates of Completion.

List of our current LIVE WEBINAR Courses:

- [Texas Notary Public Training Workshop](#) \$125.00 – Live Webinar Course
- [Texas Notary Public Advanced Training Course](#) \$175.00 – Live Webinar Course
- [Texas Notary Public Training Workshop and Advanced Training Course Bundle](#) \$255.00 (save \$45) – This bundle includes both the LIVE WEBINAR Texas Notary Public Training Workshop and LIVE WEBINAR Texas Notary Public Advanced Training Course for one reduced price.

Our live training includes course handouts, live course delivery, access to non-audio training presentations (60 days), and Course Certificates of Completion.

List of our current LIVE Classroom Courses:

- [Texas Notary Public Training Workshop](#) \$145.00 – Live Classroom Course
- [Texas Notary Public Advanced Training Course](#) \$195.00 – Live Classroom Course
- [Texas Notary Public Training Workshop and Advanced Training Course Bundle](#) \$295.00 (save \$45) – This bundle includes both the LIVE Classroom Texas Notary Public Training Workshop and LIVE Classroom Texas Notary Public Advanced Training Course for one reduced price.
- [Texas Notary2Pro Signing Agent Course](#) \$295.00 – This course includes the Notary2Pro Certification Exam. Once you successfully pass the exam you will receive your Notary2Pro Certificate, and you will have access to all the free training available on the Notary2Pro website.
- [Texas Notary2Pro Signing Agent Course](#) with Mentoring (60 Days) \$395.00 – This course includes the Notary2Pro Certification Exam. Once you successfully pass the exam you will receive your Notary2Pro Certificate, and you will have access to all the free training available on the Notary2Pro website.

What You Will Learn

Texas Notary Public Training Workshop

- How to become a Texas Notary Public
- Reasons for Rejection/Suspension/Revocation
- Duties of a Texas Notary Public
- Authorized Notarial Fees
- Recordkeeping Requirements (Notary Journal)
- Notary Responsibilities
- How to complete notarial certificates
- The difference between an Affidavit and Jurat
- How to handle Certified Copies
- How to administer an Oath
- What you cannot do
- Unauthorized Practice of Law (UPL)
- And more.

Texas Notary Public Advanced Training Course

- Notarizing For Signers With Disabilities
- Adding Notarial Certificates
- How to Handle Handwritten Documents
- Proper Record Keeping
- Notarizing Documents Requiring Witnesses
- Avoiding Official Misconduct
- Notarizing Documents in Foreign Languages
- Notarizing Translations
- Signing With a Power of Attorney
- Incompetent Signers
- Credible Witnesses
- Advertising
- And more.

Additional Information



Who should take these courses?

Current Texas Notaries Public (as a refresher), current Texas Process Servers for Continuing Education, and those interested in becoming a Texas Notary Public.

Why should you enroll in these courses?

A Texas Notary Public is personally liable for negligence or fraud in the performance of the duties of the office. The Notary Public assumes

personal liability for the full extent of damages caused by a breach of his or hers' official duty. In addition to civil liability, Texas Notaries Public may be subject to criminal prosecution and the revocation or suspension of their notary public commission by the Texas Secretary of State's office.

There are currently no requirements for any type of "Formal Training" for Texas Notaries Public. However, as you will learn in this course, Texas Gov't. Code Ann. § 406.009 gives the Texas Secretary of State the authority to reject an application or suspend or revoke the commission of any Notary Public for "good cause". "Good Cause" includes:

- the failure to comply with Section 406.017;
- a final conviction for a violation of law concerning the regulation of the conduct of notaries' public in this or another state;
- the imposition on the notary public of an administrative, criminal, or civil penalty for a violation of a law or rule prescribing the duties of a notary public;

This means that even though there are no requirements for formal training, a Texas Notary Public is still expected to know and more importantly follow the laws and regulations governing his or her commission.

By the way, what is not mentioned above are the monetary fines that can also be imposed if any of the laws are violated. So, not only can a Texas Notary Public lose his or her commission, the individual could be looking at some pretty hefty fines depending on the severity of the violation committed (and believe me, this does happen).

Unfortunately, the excuse "I didn't know" does not come into play. Before you start notarizing documents, it is your responsibility to learn the rules and regulations governing your Texas Notary Public commission.

DISCLAIMER: *Completion of these courses does not award you a Texas Notary Public Commission.*

Why Take Live Webinar Training?



We get numerous requests from potential students throughout the state of Texas asking:

“Will you be doing any training in my area?”

The short answer is “no”.

It’s just not cost effective to travel to every city/county throughout the state to provide live training.

Trying to coordinate dates when people can attend training, along with finding a venue with equipment to accommodate the training and other things involved can become a logistical nightmare.

Live webinar training allows more flexibility for both instructors and the students. Students can attend the training from the comfort of their own home, office, or other venue. All that is needed is an internet connection. Students can participate in the training using a laptop, desktop, tablet, smartphone, or similar devices.

Benefits:

1. The live webinar training will follow the same exact format used in the live face to face training. Please go to the following link to hear testimonials from former students: <https://www.texasnotarytrainingacademy.com/testimonials/>
2. The small classroom concept will be used. Classes will be limited to a maximum of 10 students.
3. The goal of the training is to make sure that you understand what you can and cannot do as a Texas Notary Public, and how to implement best practices.
4. Small classes will promote interaction amongst the participants and allow for everyone’s questions to be answered.
5. Your webinar training will be recorded, and you will be allowed access to the recording for 60 days.
6. Live webinar training is more cost effective for the students, you don’t have to worry about traveling to a location, paying for parking, eating out, etc.
7. There are really no boundaries to live webinar training.

Please note that we do travel to conduct corporate training throughout the state of Texas for organizations providing equipped training venues. Please see our information on notary training packages later in the brochure.

Texas Notary2Pro Signing Agent Course

[Notary2Pro](#) Signing Agent Courses are now being taught live in a classroom environment in San Antonio, Texas by an approved [Notary2Pro](#) Authorized Trainer!!

What does this mean?

San Antonio, Texas notaries and those in surrounding areas, interested in becoming [Notary2Pro](#) certified, can now take a live course, that includes the same great training and information offered in the [Notary2Pro](#) online training courses.

Those who complete the live training will still need to take and pass the [Notary2Pro](#) online certification test. Students who successfully complete the course and pass the certification test will be considered [Notary2Pro](#) Graduates and enjoy all the same privileges enjoyed by students who complete Carol Ray's online course.

How does this training differ from the online course?

- The Notary Signing Agent Course will be an all-day live classroom training course.
- It covers all the same topics covered in Carol Ray's online course.

It is recommended but not required that you complete the Texas Notary Public Training Workshop and Texas Notary Advanced Course prior to completing the signing agent training.

This course is ideal for those looking to start a full time or part-time business.

What is a Notary Signing Agent?

According to the National Notary Association (NNA):

A Notary signing agent is hired as an independent contractor to ensure that real estate loan documents are executed by the borrower, notarized, and returned for processing on time. Completing this critical part of the loan process enables the loan to be funded.

What is the Texas Notary2Pro Signing Agent Course?

We train notaries to specifically handle and notarize real estate loan documents. Notary signing agents are the last link in the real estate loan closing process that legitimizes the closing documents to complete the loan. We also offer nationally recognized certification testing.

Topics covered in the Texas Notary2Pro Signing Agent Course:

- Introduction
- Marketing
- Finding Your Way
- Accounting
- E-Signings
- Title & Escrow
- TRID
- Closing Documents

The course also includes:

- Free certification testing until you pass
- Free Nationally Recognized Certification
- Two Month access to the course
- Library: Audio, Video, Printable items & more
- Exclusive Client List (hiring our graduates)
- Free access to the Notary2Pro Graduate website

Notary2Pro Graduate website includes:

- Unlimited access at no charge
- Exclusive Client list (4 & 5 star companies) that hire our graduates, even without experience.
- Experts in specialized fields offering training and/or mentoring so you can add additional skills to your business.
- Discounts on programs and/or services exclusive to Notary2Pro graduates.
- [Click here to register for the course.](#)

Notary Training Packages

We understand that not everyone can attend our training on the dates we schedule, so we also provide you the option of picking your own training dates.

Below you will find a variety of training options to meet your individual or group needs. We offer “one on one” training, group and corporate training. The training can be scheduled at your convenience.

Texas Notary Public Professional Workshop – 3 hours of LIVE CLASSROOM training

- Texas Notary Public Professional Workshop – \$145 per student (group of 4 or more students, does not include mentoring)
- Texas Notary Public Professional Workshop w/Mentoring – \$250 per student
- Texas Notary Public Professional Workshop – One on One Training (Includes Mentoring) – \$295 per student – (Bring a friend \$275 a person, bring 2 or more friends \$250 per person).

Texas Notary Public Advanced Course – 3 hours of LIVE CLASSROOM training

- Texas Notary Public Advanced Course – \$195 per student (group of 4 or more students, does not include mentoring)
- Texas Notary Public Advanced Course w/Mentoring – \$295 per student
- Texas Notary Public Advanced Course – One on One Training (Includes Mentoring) – \$350 per student – (Bring a friend \$325 a person, bring 2 or more friends \$275 per person).

Texas Notary Public Professional Workshop & Advanced Course Bundle – 6 hours of LIVE CLASSROOM training

- Texas Notary Public Professional Workshop & Advanced Course Bundle – \$295 per student (group of 4 or more students, does not include mentoring)
- Texas Notary Public Professional Workshop & Advanced Course Bundle w/Mentoring – \$395 per student
- Texas Notary Public Professional Workshop & Advanced Course Bundle – One on One Training (Includes Mentoring) – \$425 per student- (Bring a friend \$400 a person, bring 2 or more friends \$395 per person).

Texas Notary Public Professional Workshop – 3 hours of LIVE WEBINAR training

- Texas Notary Public Professional Workshop – \$125 per student (group of 4 or more students, does not include mentoring)
- Texas Notary Public Professional Workshop w/Mentoring – \$225 per student

- Texas Notary Public Professional Workshop – One on One Training (Includes Mentoring) – \$275 per student – (Bring a friend \$255 a person, bring 2 or more friends \$230 per person).

Texas Notary Public Advanced Course – 3 hours of LIVE WEBINAR training

- Texas Notary Public Advanced Course – \$175 per student (group of 4 or more students, does not include mentoring)
- Texas Notary Public Advanced Course w/Mentoring – \$275 per student
- Texas Notary Public Advanced Course – One on One Training (Includes Mentoring) – \$330 per student – (Bring a friend \$300 a person, bring 2 or more friends \$275 per person).

Texas Notary Public Professional Workshop & Advanced Course Bundle – 6 hours of LIVE WEBINAR training

- Texas Notary Public Professional Workshop & Advanced Course Bundle – \$275 per student (group of 4 or more students, does not include mentoring)
- Texas Notary Public Professional Workshop & Advanced Course Bundle w/Mentoring – \$375 per student
- Texas Notary Public Professional Workshop & Advanced Course Bundle – One on One Training (Includes Mentoring) – \$425 per student- (Bring a friend \$375 a person, bring 2 or more friends \$350 per person).

Texas Notary2Pro Signing Agent Course – 6 hours of LIVE CLASSROOM training

- Texas Notary2Pro Signing Agent Course – \$295 per student (group of 4 or more students, does not include mentoring)
- Texas Notary2Pro Signing Agent Course w/Mentoring – \$395 per student
- Texas Notary2Pro Signing Agent Course – One on One Training (Includes Mentoring) – \$450 per student – (Bring a friend \$425 a person, bring 2 or more friends \$395 per person).

Call us at (21)343-5007 or email us at: phyllis@mysamobilenotary.com to learn about scheduling convenient "One on One" or group training. See our current class schedule on our website:

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