

## Accredited Continuing Professional Education for Notaries: 2023

Page updated 20<sup>th</sup> August 2023

As well as our usual Notaries Now (external forces, what's new...) programs, this year our focus is on legalisation. We look closely at the FDCO's online systems. Is this a game changer for notaries?

### Notaries Now: Keeping up to Date.

**Learning Objectives:** For notaries to be aware of new regulations and methods of working and to take a different perspective of some everyday activities.

- Notaries Now: What's New. Where & how to find the information you may be seeking out ...
- What you need to know about: remote notarisation ...
- Taking Instructions, a chat about notarial inspections, compliant and efficient record keeping

### All You Need to Know About Legalisation

**Learning Objectives:** to update notaries on the different options and methods in getting documents legalised.

- E-Legalisation: everything you need to know – the theory, the practise, and the pitfalls
- Online Legalisation of Documents
- Different types of electronic signatures, how to acquire one and how to use it.
- Embassy verification: documents for China, the Bulgarian Embassy and much more.

### Anti-money Laundering for Notaries

**Learning Objectives:** For notaries to keep up to date with this now compulsory topic.

- Who is the client really? Smart ways to screen clients.
- Red flags, fraud generally, and practical tips to stay compliant.
- Sanctions list, high risk countries and other official lists.

### Notaries Now: Keeping up to Date with the Business of being a Notary

- A review and more about the above topics; plus what's new and trending
- Practical issues, business efficiency, trouble shooting...
- Small groups – you call the tune.

### Non-accredited Self-Study

Suggestions for 2-3 hours of self-study; notes on current topics of interest to notaries. Free of charge when ordering 2 or more distance learning programs, or attending a seminar, or zoom meeting. May be purchased separately in digital format for £25.

### Legalisation Special

On 18<sup>th</sup> September 2023 we have two additional expert speakers. We hear from Daniel Smith the Digital and Change Manager at the FCDO as he provides an update to the "Introduction to E-Legalisation" we presented last November - he has kindly agreed to take questions. We also hear from a leading London notary's legalisation manager as he tells us about Embassy verification.

**Order****Self-study Distance Learning CPE****Here**

Ref.	Topic Title	accredited for	Digital	Hardcopy	Quantity	Total
NNKD-23	Notaries Now: Keeping up to Date.	1.5 hours	£55	£63		
NNleg-23	All you need to know about Legislation	1.5 hours	£65	£72		
NNAML-23	Anti-money Laundering for Notaries	1 hour	£50	£58		
NNnon-23	Non-accredited self-Study	2-3 hours	£25			
NNFoC-23	Non-accredited self-Study	2-3 hours	Free of charge with 2 or more programs			

**Delivery**

Please send programme materials to this email address: \_\_\_\_\_

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\_\_\_\_\_**Reserve****your Remote Zoom session****Here**

SEMINARS Date & Time	Delivery	Title & Venue	Overview	Tick to order
6/9/23 10 – 11.30 am	Zoom	“Notaries Now: Keeping up to Date with the Business of being a Notary”.	1½ accredited hours Cost £75	
11/9/23 10 – 11.30 am	Zoom	“Notaries Now: Keeping up to Date”	1½ accredited hours Cost £75	
26/9/23 10 – 11.30 am	Zoom	“All you need to know about Legislation”.	1½ accredited hours Cost £75	

**Reserve****your face-to-face seminar place****Here**

SEMINARS Date & Time	Delivery	Title & Venue	Overview	Tick to order
18/9/23 9.45 am–3.30 pm	Seminar	“Legalisation Special” Civil Service Club SW1 & The FCDO Whitehall.	3 accredited hours Cost £235	
4/10/23 10 am –1.15 pm	Seminar Central London	“Notaries Now: Keeping up to Date with the Business of being a Notary”.	3 accredited hours Cost £165	

Name of Delegate(s) \_\_\_\_\_

Total to pay \_\_\_\_\_

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