

# CAPE FEAR COMMUNITY COLLEGE



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## CONTINUING EDUCATION

### **North Carolina Secretary of State Online Notary Public**

This course provides instruction to individuals who want to become commissioned as a notary public or those who are up for re-certification. Topics include legal, ethical, and procedural requirements of the Notary Act as described in N.C. General Statutes.

**Location:**

Virtual-online

**Program Administrative Contact:**

Economic & Workforce Development

Phone: (910) 362-7572

Email: [ghunter@cfcc.edu](mailto:ghunter@cfcc.edu)

[www.cfcc.edu/ce](http://www.cfcc.edu/ce)

**Course Meeting Information:**

Please refer to your registration form for class meeting dates and times.

## Requirements for Becoming a Notary Public in the State of North Carolina

- Must be at least 18 years of age or legally emancipated.
- Must reside or have a regular place of work or business in North Carolina.
- Must reside legally in the United States.
- Be able to speak, read and write the English language.
- Must possess a high school diploma or equivalent.
- Pass the Notary Public course, consisting of 8 hours, with a score of at least 80%. \*Licensed members of North Carolina State bar are exempt.
- Purchase and keep the 2016 North Carolina Notary Public Manual.
- You must not have been convicted of a felony in North Carolina, or a felony in any state that is considered as a felony in North Carolina.
  - a. Have you ever been convicted by any court of a felony or misdemeanor? Call the Secretary of State before taking this class at (919) 814-5400.
  - b. Have you been charged with an offense for which trial is still pending? Call the Secretary of State before taking this class at (919) 814-5400.
- Submit an application containing no significant misstatement or omission of fact.
- **NO REFUNDS** will be given from CFCC, in the event you do not qualify to become a Notary Public in the State of North Carolina, and you choose to take this class anyway.

## Class Requirements and Materials\*

### Class Requirements:

- A clear copy/photo of your valid photo ID.
- Your Social Security Number.
- Access to a printer for handouts and the Notary Application.

***\*You must meet all NC Secretary of State Notary requirements to take this course. Please refer to page 2.***

### Technology Requirements:

- A computer with webcam, microphone, internet connection, and Google Chrome web browser (**iPads or smartphones will not work**).
- A quiet place to actively participate in the class. • Intention to provide a live video connection throughout the class and participate via chat, video, and verbal responses.
- **Exam Set-Up Requirements:**
  - All test-takers are required to go through a start-up process. The exam timer does not begin until the start-up process is completed. As part of that process, they will take the following steps:
    - Test-takers will need to be in a well-lit, private and quiet area that is free from interruption.
    - Test-takers must download the latest version of Google Chrome or Mozilla Firefox Browser and install the most updated version of the ProctorU extension located [here \(Chrome\)](#) or [here \(Firefox\)](#).
    - Test-takers will need to enable their microphone and camera.
    - Test-takers will have to close all unpermitted applications and programs other than the web browser that will be used for taking the exam.
    - Test-takers will need to have a photo ID or passport ready.
    - If you are using Live+ or Review+, test-takers will also be prompted to download and install LogMeIn Rescue. If this program is not running, a test-taker will not be connected to ProctorU and will not be able to test.
    - 24/7 support for ProctorU is available in three ways:
      - Via LiveChat within the test-taker account. This is the best and quickest way to get support.
      - Via phone at 1.855.772.8678
      - Via email at [support@proctoru.com](mailto:support@proctoru.com)

## Required Materials:

- The 2016 edition of the North Carolina Notary Public Manual purchased prior to the start of class which is available for purchase at your college's bookstore or in an e-version available from the UNC School of Government.
  - [CFCC Bookstore- Downtown Campus](#)  
411 N. Front St.  
Wilmington, NC 28401  
910-362-7379
- NC Secretary of State Notary Public Online Course

## Accessing CFCC System/Class

It is **required** to set up your MyCFCC and CFCC Email.  
Once class begins, ***all email communications will be via CFCC email.***

### Directions to Set Up Account:

Go to CFCC.edu  
Click on "MyCFCC"  
Click "First Time User"  
Follow prompts provided

### Accessing your Class:

Go to CFCC.edu  
Click on "MyCFCC"  
Sign In using UN/PW created above  
Click "My Classes/Blackboard" on the left side.  
A new tab will open. You will then see your course listed.  
Click the course name to enter.

**For assistance with username, passwords, or setting up your MY CFCC, please contact the IT HelpDesk.**

IT HelpDesk (910) 362-4357 or [help@cfcc.edu](mailto:help@cfcc.edu)