

## SECTION .0600 – NOTARY INSTRUCTOR TEACHING OBLIGATIONS

### 18 NCAC 07E .0601 MINIMUM INSTRUCTIONAL DUTIES OF CERTIFIED NOTARY PUBLIC INSTRUCTORS

- (a) A certified notary public instructor shall verify the identity of each student during the first instructional period and again prior to administration of the notary public examination by requiring satisfactory evidence of identity as defined in G.S. 10B-3(22)(a).
- (b) A certified notary public instructor shall follow the Division supplied curriculum for notary public instruction unless the instructor has been granted approval by the Division for a variance.
- (c) While performing their duties as certified notary public instructors, certified instructors shall comply with applicable State and federal laws relating to adult education.
- (d) When administering the notary public examination, a certified notary public instructor shall take steps to prevent cheating by students taking the notary public examination.
- (e) When administering the notary public examination, a certified notary public instructor shall report to the Division within two business days if the instructor has reason to believe that there has been cheating on a notary public examination by any student, and shall provide:
  - (1) The name, address and contact information for any student suspected of cheating; and
  - (2) A narrative description of the instructor's reasons for believing cheating may have occurred.
- (f) Notary public instructors shall submit student notary public examination grades to the Division within two business days after the examination has been administered.
- (g) A notary public instructor shall demonstrate a professional demeanor at all times during instruction and administration of the duties of a certified notary public instructor.
- (h) A notary public instructor shall not use profanity or obscene language when instructing the notary public course or administering the notary public examination.

*History Note: Authority G.S. 10B-8; 10B-14;  
Eff. January 1, 2008;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December 6, 2016;  
Transferred from 18 NCAC 07B .0716 Eff. June 1, 2023.*