

SUBCHAPTER 07E – NOTARY INSTRUCTOR REQUIREMENTS

SECTION .0100 – NOTARY INSTRUCTOR APPLICATION REQUIREMENTS

18 NCAC 07E .0101 INSTRUCTOR CERTIFICATION – SCOPE AND DEFINITIONS

(a) This Subchapter sets the requirements for certification and recertification as a notary instructor and for requesting that the Department offer certified notary instructor courses.

(b) For purposes of this Subchapter:

- (1) "Active experience as a notary" means either:
 - (A) performance in North Carolina of at least 1 notarial act in each of the immediately preceding 12 months; or
 - (B) active experience as a certified notary instructor.
- (2) "Active experience as a certified notary instructor" means teaching at least two notary courses for each of the two 12-month periods during which an instructor holds an instructor certification.
- (3) "Affidavit of moral character form" means the form specified in 18 NCAC 07B .0408.
- (4) "Eligible institution" or "institution" means:
 - (A) a community college established pursuant to G.S. 115D-4;
 - (B) a constituent institution of the University of North Carolina established pursuant to G.S. 116-4;
 - (C) an eligible private postsecondary institution as defined by G.S. 116-280(3); or
 - (D) a public school system authorized to conduct adult education programs pursuant to G.S. 115C-231.
- (5) "Instructor applicant" means an applicant for initial certification or for recertification as a notary instructor.
- (6) "Instructor application form" means the form specified in 18 NCAC 07B .0414.
- (7) "Instructor course" means the initial notary public instructor certification course and the recertification course.
- (8) "Instructor recertification application form" means the form specified in 18 NCAC 07B .0418.
- (9) "Recommendation form" means the form specified in 18 NCAC 07B .0415.
- (10) "Successfully complete" means, when used to describe an instructor applicant, that an instructor applicant has complied with Chapter 10B and the rules in this Subchapter and has:
 - (A) presented satisfactory evidence of identity;
 - (B) attended a notary instructor certification or recertification course; and
 - (C) achieved passing grades on the written and oral instructor certification or recertification course exams.

History Note: Authority G.S. 10B-4; 10B-14; 10B-134.21;
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 .0701 Eff. June 1, 2023;
Amended Eff. July 1, 2024.