18 NCAC 07E .0101 is amended as published in 38:09 NCR 571 as follows:

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

(a) ~~Except as otherwise provided in G.S. 10B-14 and this Section, notaries public shall comply with all~~

This Subchapter sets the requirements for certification ~~or~~ and recertification as a notary ~~public~~ instructor ~~as set forth in this Chapter.~~ and for requesting that the Department offer certified notary instructor courses.

(b) ~~A notary public who is a licensed member of the North Carolina State Bar shall comply with all requirements of this Chapter in order to obtain certification or recertification as a notary public instructor.~~ 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-8;~~ 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.~~ 2023;

Amended Eff. July 1, 2024.

18 NCAC 07E .0102 is adopted with changes as published in 38:09 NCR 571 as follows:

18 NCAC 07E .0102 CONDITIONS FOR BECOMING NOTARY INSTRUCTOR

A commissioned notary public may become a certified notary instructor upon meeting the following conditions:

(1) an eligible institution nominates the notary to the Department by written request pursuant to Rule .0103 of this Section; and

(2) the Department determines that the nominee meets the criteria in G.S. 10B-14 and the ~~Rules~~ rules in this Subchapter.

History Note: Authority G.S. 10B-4; 10B-14; 10B-134.21;

Eff. July 1, 2024.

18 NCAC 07E .0103 is adopted with changes as published in 38:09 NCR 571 as follows:

18 NCAC 07E .0103 NOMINATION BY ELIGIBLE INSTITUTION

An eligible institution may nominate a notary public to be certified as a notary instructor by:

(1) submitting a written request to the Department addressed to the Director; and

(2) including in its request:

(a) the full name of the institution;

(b) a request that the nominated notary be enrolled in an instructor course;

(c) the name of the proposed notary instructor as it appears on the notary’s commission;

(d) a statement that the nominated instructor has consented to be nominated and has been directed to contact the Department to request an application form;

(e) the name, title, signature, and contact information for the ~~person~~ individual submitting the request;

(f) the name and contact information for the notary course administrator of the institution, if different from the ~~person~~ individual submitting the request;

(g) the date of the request; and

(h) a statement that upon certification as a notary instructor, the nominee will be employed by the institution as a certified notary instructor.

History Note: Authority: G.S. 10B-4; 10B-14; 10B-134.21;

Eff. July 1, 2024.

18 NCAC 07E .0104 is amended with changes as published in 38:09 NCR 571-572 as follows:

18 NCAC 07E .0104 ~~FEES~~ FEE - EXEMPTION AND FAILURE TO PAY

(a) ~~The fee required by G.S. 10B-14 for certification and recertification as a notary public instructor shall be paid in accordance with Rule .0105 of this Chapter.~~

~~(b) A person asserting that he or she is not required to submit a~~ An instructor applicant who asserts exemption from the fee pursuant to G.S. 10B-14(c) shall ~~include verification~~ certify on the instructor certification or recertification application form that as of the date of ~~application~~ application, the applicant is currently employed ~~as a register of deed, clerk of court or is the Director or an authorized employee of the Secretary as set forth in G.S. 10B-14(c).~~ as:

(1) a register of deeds;

(2) a clerk of court; or

(3) an employee of the Department and is authorized by the Secretary to teach notary courses as set forth in G.S. 10B-14(c).

~~(c)~~(b) The ~~Secretary~~ Department ~~may~~ shall refuse to administer the notary public instructor certification ~~examination~~ exam to an applicant who has failed to pay the fee required for certification or recertification as a notary ~~public~~ instructor before the ~~examination~~ exam date.

History Note: Authority G.S. 10B-4; ~~10B-8;~~ 10B-14; 10B-134.21;

Eff. January 1, ~~2008.;~~ 2008;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December 6, 2016;

Transferred from 18 NCAC 07B .0705 Eff. June 1, ~~2023~~. 2023;

Amended Eff. July 1, 2024.

18 NCAC 07E .0105 is amended with changes as published in 38:09 NCR 572 as follows:

18 NCAC 07E .0105 ~~INSTRUCTOR CERTIFICATION~~ - GENERAL REQUIREMENTS

~~Applicants~~ An applicant for initial notary ~~public~~ instructor certification shall:

(1) be nominated by an eligible institution;

~~(1)~~(2) ~~Complete~~ complete and submit the Department's notary ~~public~~ instructor application form specified in 18 NCAC 07B .0414; ~~and submit it to the Department;~~

~~(2)~~(3) ~~Comply with the requirements of Rule .0708 through Rule .0711 of this Chapter regarding verification of 12 months of experience;~~ provide proof of active experience as a notary public using any combination of the methods set out in Section .0200 of this Subchapter;

~~(3)~~(4) ~~Comply with the requirements of Rule .0712 of this Chapter regarding recommendations;~~ submit three recommendations supporting the applicant from nonfamily members in compliance with Rule .0112 of this Section;

~~(4) Comply with the requirements of Rule .0713 of this Chapter regarding an oral presentation of a notary public course curriculum lesson;~~

(5) have read:

(a) Chapter 10B of the General Statutes;

(b) the [~~Rules~~] rules in this Chapter; and

(c) the current edition of the approved notary manual for traditional notaries; and

~~(5)~~(6) ~~Make a passing grade on the final examination in~~ successfully complete the notary ~~public~~ instructor ~~certification course as set forth in Rule .0714 of this Chapter; and~~ course.

~~(6) Except as otherwise provided in G.S. 10B-14(c) and Rule .0705 of this Chapter, pay the required fee.~~

History Note: Authority G.S. 10B-4; ~~10B-8~~; 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 .0702 Eff. June 1, ~~2023.~~ 2023;

Amended Eff. July 1, 2024.

18 NCAC 07E .0106 is amended with changes as published in 38:09 NCR 572 as follows:

18 NCAC 07E .0106 ~~TIMING~~ MANDATORY DEPARTMENT DENIAL OF INSTRUCTOR ~~CERTIFICATION~~ APPLICATION

The Department shall deny a ~~An application for~~ notary ~~public~~ instructor certification or recertification application ~~shall not be submitted to the Division during the period of any sanction issued by the Division.~~ if any of the following apply:

(1) the applicant has not held a notary commission for at least one calendar year;

(2) the applicant does not have active experience as a [~~notary;~~] notary public;

(3) an investigation is pending into the applicant's performance of the duties as a [~~notary public,~~] notary, an electronic notary public, or a notary public instructor;

(4) the applicant has not completed the conditions of any disciplinary action issued by the Department; or

(5) any reason for which a notary commission may be denied pursuant to Chapter 10B of the General Statutes or the [~~Rules~~] rules in this Chapter.

History Note: Authority G.S. 10B-4; ~~10B-8;~~ 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 .0703 Eff. June 1, ~~2023.~~ 2023;

Amended Eff. July 1, 2024.

18 NCAC 07E .0107 is repealed as published in 38:09 NCR 572 as follows:

18 NCAC 07E .0107 DEPARTMENT REJECTION OF APPLICATIONS

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 .0704 Eff. June 1, ~~2023.~~ 2023;

Repealed Eff. July 1, 2024.

18 NCAC 07E .0108 is amended with changes as published in 38:09 NCR 572-573 as follows:

18 NCAC 07E .0108 VERIFICATION THAT INSTRUCTOR APPLICANT CONTINUES TO MEET REQUIREMENTS FOR A NOTARY COMMISSION

An instructor applicant ~~for notary public instructor certification or recertification~~ shall verify ~~that:~~ under oath on the instructor application form specified in 18 NCAC 07B .0414 that:

(1) the information on the application is true and complete; and

~~(1)~~(2) the applicant ~~continues to meet each of the qualifications for a notary commission in G.S. 10B-5 and 10B-7; and~~ will perform the responsibilities of [~~an~~] a certified notary instructor as set out in Chapter 10B of the General Statutes and the [~~Rules~~] rules in this Chapter to the best of the applicant’s ability.

~~(2) With regard to changes requiring notification to the Division pursuant to Rule .0107 of this Chapter, verify:~~

~~(a) That there have been no changes requiring notification to the Department;~~

~~(b) That there have been changes requiring notification to the Department and that the applicant has made all required notifications; or~~

~~(c) That there have been changes requiring notification to the Department and the applicant has not previously made the required notification to the Department but is including the notification with the application.~~

History Note: Authority G.S. 10B-4; ~~10B-8;~~ 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 .0706 Eff. June 1, ~~2023.~~ 2023;

Amended Eff. July 1, 2024.

18 NCAC 07E .0109 is adopted as published in 38:09 NCR 573 as follows:

18 NCAC 07E .0109 CHANGE IN INSTRUCTOR’S ELIGIBLE INSTITUTION

Within 45 days of a change in the eligible institution listed on the notary instructor application, an instructor applicant or certified notary instructor shall notify the Department in writing of:

(1) the change in eligible institution;

(2) the date that the change is effective; and

(3) the name and contact information for the notary course administrator at the eligible institution.

For purposes of this Rule, “change in the eligible institution” means:

(1) that the applicant or certified notary instructor will not teach at the institution named in the application; or

(2) that the applicant or certified notary instructor will teach at another institution.

History Note Authority G.S. 10B-4; 10B-14; 10B-134.21;

Eff. July 1, 2024.

18 NCAC 07E .0111 is repealed as published in 38:09 NCR 573 as follows:

18 NCAC 07E .0111 OTHER VERIFICATIONS

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 .0707 Eff. June 1, ~~2023.~~ 2023;

Repealed Eff. July 1, 2024.

18 NCAC 07E .0112 is amended as published in 38:09 NCR 573 as follows:

18 NCAC 07E .0112 RECOMMENDATIONS

~~A~~ An ~~notary public~~ instructor ~~certification~~ applicant shall ~~submit~~ include three recommendations ~~on the Division's recommendation form~~ from ~~persons unrelated to the applicant by birth, marriage or adoption.~~ individuals who are not family members of the applicant. The recommendations shall be submitted on the Department’s recommendation form specified in 18 NCAC 07B .0415.

For purposes of this Rule, either the applicant or the individual making the recommendation may submit the recommendation form to the Department.

History Note: Authority G.S. 10B-4; ~~10B-8;~~ 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 .0712 Eff. June 1, ~~2023.~~ 2023;

Amended Eff. July 1, 2024.

18 NCAC 07E .0113 is adopted as published in 38:09 NCR 573 as follows:

18 NCAC 07E .0113 INSTRUCTORS AS REGISTERED ELECTRONIC NOTARIES

An instructor applicant shall:

(1) be a registered electronic notary public at the time of application; or

(2) comply with all requirements for registration as an electronic notary within three months of successfully completing the instructor certification course.

History Note: Authority G.S. 10B-4; 10B-14; 10B-134.21;

Eff. July 1, 2024.

18 NCAC 07E .0201 is amended with changes as published in 38:09 NCR 573 as follows:

SECTION .0200 – ~~NOTARY~~ INSTRUCTOR APPLICANT VERIFICATION OF EXPERIENCE

18 NCAC 07E .0201 EVIDENCE OF ~~MINIMUM~~ ACTIVE EXPERIENCE AS A NOTARY

~~(a) For purposes of these Rules a notarial act is an act set out in G.S. 10B-20(a).~~

~~(b) For purposes of demonstrating the experience required by G.S. 10B-14(a)(2), an applicant shall show evidence of performing notarial acts during each month of the 12 months immediately preceding the application to become a certified notary instructor.~~

~~(c) Evidence of performance of notarial acts shall be presented by one of the methods set forth in Rule .0709 through Rule .0711 of this Chapter.~~

Active experience as a notary public shall be established by the applicant pursuant to the [~~Rules~~] rules in this Section by presenting any combination of the following evidence:

(1) journal entries;

(2) employer affidavits; or

(3) an alternative method as set out in the [~~Rules~~] rules in this Section.

History Note: Authority G.S. 10B-4; ~~10B-8;~~ 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 .0708 Eff. June 1, ~~2023.~~ 2023;

Amended Eff. July 1, 2024.

18 NCAC 07E .0202 is adopted with changes as published in 38:09 NCR 573 as follows:

18 NCAC 07E .0202 JOURNAL AS EVIDENCE OF ACTIVE EXPERIENCE

An instructor applicant may present evidence of active experience as a notary public by submitting:

(1) a complete copy of a journal for the year immediately preceding the date on which the application is submitted; and

(2) an affidavit under oath that the entries in the journal submitted are accurate.

History Note: Authority G.S. 10B-4; 10B-14; 10B-134.21;

Eff. July 1, 2024.

18 NCAC 07E .0204 is amended with changes as published in 38:09 NCR 573 as follows:

18 NCAC 07E .0204 MINIMUM CONTENTS OF NOTARY JOURNAL SUBMITTED AS EVIDENCE OF EXPERIENCE

~~(a) An applicant for notary public instructor certification may submit a~~ A journal of notarial acts submitted as evidence of active experience ~~performing notarial acts.~~ as a notary public shall comply with 18 NCAC 07I.

~~(b) The submitted journal shall, at a minimum, include:~~

~~(1) The dates on which notarial acts were performed;~~

~~(2) The type of notarial act performed; and~~

~~(3) The name(s) of the party(ies) for whom each notarial act was performed.~~

~~(c) The applicant shall submit an affidavit verifying that the information in the journal submitted in compliance with this Rule is true and correct.~~

History Note: Authority G.S. 10B-4; ~~10B-8;~~ 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;

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Amended Eff. July 1, 2024.

18 NCAC 07E .0205 is adopted with changes as published in 38:09 NCR 573-574 as follows:

18 NCAC 07E .0205 EMPLOYER AFFIDAVIT AS EVIDENCE OF EXPERIENCE

An employer affidavit submitted as evidence of active experience as a notary public shall be submitted on the form specified in 18 NCAC 07B .0416.

History Note: Authority G.S. 10B-4; 10B-14; 10B-134.21;

Eff. July 1, 2024.

18 NCAC 07E .0206 is adopted as published in 38:09 NCR 574 as follows:

18 NCAC 07E .0206 EMPLOYER AFFIDAVIT REGARDING NOTARIAL ACTS FOR EMPLOYER

An employer affidavit submitted pursuant to Rule .0205 of this Section:

(1) shall refer to notarial acts performed for the employer; and

(2) may refer to other notarial acts of the instructor applicant of which the employer affiant is personally aware.

History Note: Authority G.S. 10B-4; 10B-14; 10B-134.21;

Eff. July 1, 2024.

18 NCAC 07E .0207 is adopted as published in 38:09 NCR 574 as follows:

18 NCAC 07E .0207 EMPLOYER AFFIDAVIT MAY INCLUDE RECOMMENDATION

An employer affidavit submitted pursuant to Rule .0205 of this Section may include a recommendation from the employer pursuant to Rule .0112 of this Subchapter.

History Note: Authority G.S. 10B-4; 10B-14; 10B-134.21;

Eff. July 1, 2024.

18 NCAC 07E .0209 is amended as published in 38:09 NCR 574 as follows:

18 NCAC 07E .0209 SUBMITTAL OF EMPLOYER AFFIDAVIT AS EVIDENCE OF EXPERIENCE

~~(a) An applicant for notary public instructor certification may submit an affidavit from his or her employer verifying that the applicant has had experience performing notarial acts.~~

~~(b) The submitted affidavit shall, at a minimum, include the following:~~

~~(1) The name of the corporation, business, individual or entity employing the applicant;~~

~~(2) The full name of the person verifying the applicant's experience;~~

~~(3) The authority of the person to verify the applicant's experience, including his or her title;~~

~~(4) The address, telephone number and, if applicable, email address of the person verifying the applicant's experience;~~

~~(5) A narrative description of the reasons the applicant has performed notarial acts while employed by the person or entity submitting the affidavit; and~~

~~(6) Verification that the applicant has performed at least one notarial act during each of the 12 immediately preceding months.~~

~~(c) The submitted affidavit may also contain a recommendation pursuant to Rule .0712 of this Chapter.~~

An instructor applicant who relies upon an employer affidavit pursuant to Rule .0205 of this Section shall either submit it to the Department or have the employer affiant directly submit it to the Department.

History Note: Authority G.S. 10B-4; ~~10B-8;~~ 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;

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Amended Eff. July 1, 2024.

18 NCAC 07E .0212 is amended with changes as published in 38:09 NCR 574 as follows:

18 NCAC 07E .0212 ALTERNATIVE AFFIDAVITS AS EVIDENCE OF EXPERIENCE

An instructor applicant ~~for notary public instructor certification~~ may submit evidence of active experience ~~performing notarial acts~~ as a notary public ~~other than a journal or employer affidavit, provided the evidence includes:~~ that is not a journal or employer affidavit if:

~~(2)~~(1) ~~An affidavit from~~ the evidence consists of ~~at least~~ one or more affidavits from nonfamily members ~~person unrelated to the applicant by birth, marriage or adoption which~~ that comply with Rule .0213 of this Section and that together ~~establishes~~ establish that the instructor applicant has ~~performed at least one notarial act during each of the 12 months immediately preceding the application.~~ active experience as a notary; and

~~(1)~~(2) ~~An~~ an affidavit from the instructor applicant ~~verifying that the applicant has performed at least one notarial act in each of the 12 immediately preceding months; and~~ that complies with Rule .0214 of this Section.

History Note: Authority G.S. 10B-4; ~~10B-8;~~ 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 .0711 Eff. June 1, ~~2023.~~ 2023;

Amended Eff. July 1, 2024.

18 NCAC 07E .0213 is adopted with changes as published in 38:09 NCR 574 as follows:

18 NCAC 07E .0213 ~~AFFIDAVITS~~ AFFIDAVIT OF EXPERIENCE FROM NONFAMILY ~~MEMBERS~~ MEMBER

An instructor applicant who submits alternative evidence of experience pursuant to Rule .0212 of this Section shall submit an affidavit from at least one individual who is not a family member that includes:

(1) the ~~name of the applicant as it appears on the~~ applicant’s ~~notary commission;~~ commission name;

(2) the affiant’s printed name;

(3) the affiant’s address, telephone number, and email address;

(4) a brief explanation describing how the affiant knows the applicant;

(5) each month and year in which the affiant knows that the applicant performed at least one notarial act;

(6) an explanation of how the affiant knows that at least one notarial act was performed during each of the months listed in response to Item (5) of this Rule;

(7) the signature of the affiant and the date on which the affiant signed; and

(8) a jurat certificate.

History Note: Authority G.S. 10B-4; 10B-14; 10B-134.21;

Eff. July 1, 2024.

18 NCAC 07E .0214 is adopted with changes as published in 38:09 NCR 574-575 as follows:

18 NCAC 07E .0214 ALTERNATIVE EVIDENCE AFFIDAVIT FROM INSTRUCTOR APPLICANT

An instructor applicant who presents alternative evidence of active experience as a notary public pursuant to Rule .0212 of this Section shall submit the applicant’s own affidavit consisting of:

(1) the ~~name of the applicant as it appears on the~~ applicant’s ~~notary commission;~~ commission name;

(2) a declaration of the applicant’s active experience as a ~~notary;~~ notary public;

(3) an explanation for how the applicant knows that at least 1 notarial act was performed in each of the 12 months preceding the application;

(4) the signature of the applicant and the date on which the applicant signed; and

(5) a jurat certificate.

NOTE: To satisfy Item (3) of this Rule, the applicant might refer to a calendar with notes of notarial acts.

History Note: Authority G.S. 10B-4; 10B-14; 10B-134.21;

Eff. July 1, 2024.

18 NCAC 07E .0301 is adopted with changes as published in 38:09 NCR 575 as follows:

18 NCAC 07E .0301 ~~INSTRUCTOR APPLICANT TO ATTEND DEPARTMENT~~ INSTRUCTOR COURSE requirement

An instructor applicant shall attend the entirety of, and successfully complete, a North Carolina notary instructor course approved by the Department.

History Note: Authority G.S. 10B-4; 10B-14; 10B-134.21;

Eff. July 1, 2024.

18 NCAC 07E .0302 is amended as published in 38:09 NCR 575 as follows:

18 NCAC 07E .0302 NOTARY ~~PUBLIC~~ INSTRUCTOR CERTIFICATION AND RECERTIFICATION ~~EXAMINATIONS~~ EXAM PASSING SCORE

~~(a)~~ A passing ~~grade~~ score ~~on the notary public instructor certification or recertification final examination~~ shall be 90 ~~percent.~~ percent or higher on each of the notary instructor certification and recertification written exams.

~~(b) A notary public instructor certification or recertification applicant who fails to achieve a passing grade on the final examination may apply to take the test one additional time within three months.~~

History Note: Authority G.S. 10B-4; ~~10B-8;~~ 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;

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Amended Eff. July 1, 2024.

18 NCAC 07E .0303 is amended with changes as published in 38:09 NCR 575 as follows:

18 NCAC 07E .0303 ORAL PRESENTATION REQUIREMENT FOR INSTRUCTOR APPLICANT

~~(a) A~~ As part of the notary ~~public~~ instructor ~~certification student~~ course exam, a notary instructor applicant shall ~~provide~~ make an oral presentation ~~of a section of the notary public curriculum which shall be evaluated according to the standards set forth in Paragraph (c) of this Rule.~~ that complies with the [~~Rules~~] rules in this Section by presenting on a notary public curriculum topic selected by the applicant from a list provided by the Department.

~~(b) A passing grade on the notary public instructor certification oral presentation shall be 80 percent.~~

~~(c) The oral presentation of a notary public instructor certification student shall be graded for instructional ability using standards including the notary public instructor student's:~~

~~(1) Voice quality (projection, articulation, speech rate);~~

~~(2) Verbal skill (fluency and clarity);~~

~~(3) Physical appearance and mannerisms (attire, posture, body language, eye contact, movement) to project a professional demeanor;~~

~~(4) Professional qualities of the instructor (knowledge, self-confidence, tact, enthusiasm, sensitivity);~~

~~(5) Selection and use of training aids (use of writing surface and other aids, effective use of multimedia, transparencies, and slides, relates aids to objectives, and use of aids when scheduled);~~

~~(6) Presentation of information in logical sequence;~~

~~(7) Timing of presentation to allow for sufficient time for questions and discussion;~~

~~(8) Transition of subjects with continuous progression and development of lesson;~~

~~(9) Emphasis of key points and frequent summarization of topics to entire lesson or course and use of examples to clarify the subjects;~~

~~(10) Frequent establishment of relevance of the topics to entire lesson or course and use of examples to clarify the subjects; and~~

~~(11) Following the Division's notary public curriculum.~~

~~(d) A notary public instructor student who fails the oral presentation portion of the notary public instructor certification course may schedule one additional oral presentation within three months of the failure to complete the oral presentation requirement as required by Paragraph (b) of this Rule.~~

History Note: Authority G.S. 10B-4; ~~10B-8;~~ 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 .0713 Eff. June 1, ~~2023.~~ 2023;

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