

Andrea Gyger

From: Hobelman, Steffanie N <shobelman@ssfscu.org>
Sent: Monday, July 28, 2014 11:56 AM
To: SoS Rulemaking
Subject: Notary Program Rules Recodification

Good day,

- New rule 1.1 APPROVED COURSE OF INSTRUCTION
 - Adjust to include interactive Learning Management System (LMS) courses. These are not “live” but do provide the information, along with quizzes to verify knowledge retention, and allow for unique sign-ons to verify the employee completed the course and time spent for attendance.
- New rule 1.3 COURSE PROVIDER
 - As an approved course provider, we already had training material in place before the training requirement was enacted. To get approved, we just made sure we met the requirements found in New Rule 3.1 about the requirements that should be covered in the Notary Training. For other course providers that may not have had training in place, the S.o.S. training is a great place to start, but I don’t think that should be a requirement to get approved.
- New rule 2 NOTARY COMMISSIONS
 - The three sections in here (2.1.1, 2.1.2, & 2.1.3) don’t have the same format. 2.1.3 has a title after it “EXAMINATION,” while the others do not.
- New rule 2.1.2 FILING AND TRAINING REQUIREMENTS
 - Adjust “During the six months before applying.” Makes it sound like the applicant must take the training & exam and then wait six months to apply.
 - Instead:
 - A NEW APPLICANT MUST SUCCESSFULLY COMPLETE TRAINING AND PASS THE EXAM ADMINISTERED BY THE SECRETARY OF STATE. THE SECRETARY OF STATE WILL GRANT CREDIT ONLY FOR COMPLETION OF COURSES OFFERED BY AN APPROVED VENDOR OR COURSE PROVIDER. THE TRAINING AND EXAM COMPLETIONS WILL BE VALID FOR SIX MONTHS. THE SECRETARY OF STATE MAY REQUIRE A NOTARY WHO HAS COMMITTED MISCONDUCT MERITING A DISCIPLINARY PROCEEDING TO SUCCESSFULLY COMPLETE THE TRAINING AND EXAM.
- New rule 2.2 ELECTRONIC NOTARIZATION
 - I don’t understand why the Program Rules go into great detail about the Electronic Notarization, but don’t go into any detail about “regular” Notary Stamps.
 - CRS Title 12 Article 55 has a section on the electronic signature.
 - Add electronic notarizations as a new rule 2.1.4 and explain that the applicant, when filing, can indicate the intent to use an electronic signature.
- New Rule 3 NOTARY TRAINING
 - The title of this section and the actual content don’t seem to match.
 - NOTARY TRAINING, to me, indicates that this section will explain what is involved in the training.
 - The section, though, goes over the process of getting approved to do Notary Training and complying with it.
 - A better title would be 3rd Party Notary Training.
 - Or, if you are going to keep it as Notary Training, then a section should be included regarding the S.o.S. training, to encompass all ways an individual can complete the training criteria.
 - This section flips back and forth between saying just “vendors” and then including vendors & course providers together. It is very unclear what the actual requirements are for a course provider. Good example is New Rule 3.1 APPROVAL OF VENDOR CURRICULUM and then 3.2 APPLICATION.

- Include information regarding if this is for “new” applications or existing course providers will need to re-apply.
- New Rule 3.2.1.A APPLICATION
 - Adjust to include webcast and LMS courses, in addition to “live” course.
- New rule 3.2.1.E
 - This could be included with New Rule 3.2.1.C.
- New rules 3.2.1 & 3.2.2
 - The formats don’t match. 3.2.2 has a “title” of DEFICIENT APPLICATION, but 3.2.1 just goes right into the requirement.
- New Rule 3.5.2
 - Include specifics as to what is deemed “substantive part of the course.”
- New Rule 3.4 TRAINING OF COURSE PROVIDERS
 - Include specifics of who must attend the training, especially for course providers who conduct training via webcast or LMS course.

Thank you!

Steffanie Hobelman

Security Service FCU

Senior Design & Development Trainer

Briargate location

719-265-2227

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