



**STARK COUNTY BAR ASSOCIATION  
APPROVED AUTHORIZED EDUCATION AND  
TESTING PROVIDER IN OHIO**

**NOTARY EDUCATION CLASS  
IN PERSON AT SCBA OFFICE**

**CLASSES OFFERED  
EVERY 2ND & 4TH  
TUESDAY**

**9:00AM — 10:00AM**

**RENEWING  
YOUR  
NOTARY PUBLIC**

**PRESENTED BY:**

- > **ALETHA M. CARVER**
- > **HON. CHRYSNA N. HARTNETT**
- > **MELISSA S. ULRICH**
- > **SCOTT G. HASTINGS**

**COST :  
\$45.00 NON-ATTORNEY**

**RENEWAL EDUCATION  
CLASS**

Stark County Bar Association  
116 Cleveland Ave., N.W.  
Suite 400  
Canton, Ohio 44702

Phone: 330-453-0685  
E-mail: SCBANotary@StarkCtyBar.com  
WWW.STARKCTYBAR.COM

**OBTAIN THE REQUIRED 1 HOUR  
RENEWAL EDUCATION CLASS**

**Topics to be covered:**

- Requirements to update and renew a commission.
- Maintaining a notarial journal.
- Explanation of electronic notarizations.
- Overview and examples of prohibited acts.
- Mandatory reporting that is required of a notary.

***YOU CAN SUBMIT APPLICATION 3 MONTHS PRIOR TO EXPIRATION  
BUT BCI LETTER CAN ONLY BE 6 MONTHS OLD AND EDUCATION  
CERTIFICATE 12 MONTHS OLD.***

**NOTARY PUBLIC RENEWAL PROCESS:**

1. Visit the Ohio Secretary of State's Notary website at <https://ohiosos.gov/notary> to apply to Renew your Notary. The law requires a formal criminal records check. **Effective 4/6/23—peace officers do not need a BCI report. NOTE: The applicant must upload their OPOTA Certificate in lieu of the BCI report when submitting a notary renewal application.**
2. Take an in-person or online class. Visit the Stark County Bar Association's website for information or visit the office to schedule your education class. (Steps 1 & 2 can be done simultaneously!) Once you have finished the education either in-person or online, you then notify the Secretary of State who will then send your notary commission to you once your application is approved.
3. Visit [www.Starkctybar.com](http://www.Starkctybar.com) or visit the Stark County Bar Association for your notary supplies needs.