

Staff Workshop Course Curriculum

Examination & Certification

This course is a review course for the Document Examination Certification Test. The test will be administered at the conclusion of the course.

Document Recording

This course covers the basics of what is a recordable document and what are we looking for when we examine them. Although we start with the basics, students are encouraged to bring copies of problem documents for discussion with the class.

Imaging & Microfilm

Are you responsible for imaging or microfilming Recorder documents? This is the class for you. It covers the statutory codes of why we do what we do and helps you understand the scanning and microfilm process. You will learn how to protect your film and how to tell what's wrong with your scanner from the images produced.

Indexing

Grantor, Grantee, Beneficiary, Trustee? Which one of these do I index? Have questions like these? We can answer them. Come find out the "rules" of indexing. Students are encouraged to bring copies of problem documents for discussion with the class.

Birth and Death

Learn all about vital records, from registration to copies. It's all covered here. Any questions from amendments to sealed records to informational copies will all be covered in this course.

Marriage

I Do! Now what? We cover marriages from issuance of licenses to registration of the certificate to issuing copies. That pesky Name Equality Act got you confused? No worries, we've got that covered too.

Fictitious Business Names

Who needs to file a FBN and what are the rules? Find out all of this and more in this class.

Notary

Doesn't the Secretary of State handle Notary Publics? Then why are we involved?
Come to this class and find out why as well as all the rules and statutes that pertain to the notary filings in our counties.