The Signing Professionals Workgroup (SPW) created the Certified Signing Specialist™ designation and the accompanying Standards to facilitate mortgage signings and to address regulatory requirements, state-law compliance, consumer satisfaction and consistency in the delivery of notary services.

These voluntary Standards include defined background screening criteria, an examination requirement, terms for professional conduct, a standardized signing script and insurance coverage. All five are required for notaries in order to obtain the Certified Signing Specialist™ designation. The Standards and the Certified Signing Specialist™ designation will help lenders and title service providers deliver compliant mortgage signings.

The Certified Signing Specialist™ Standards comprise five recommended requirements:

1. **Certification Background Screening**
   Certified Signing Specialists™ will satisfy an annual background screening that follows the search criteria and scoring metrics defined in the Standards.

2. **Certification Examination**
   Certified Signing Specialists™ will complete an annual examination with a passing score of at least 80%. The examination will be updated each year to reflect changes in the industry.

3. **Certified Signing Specialist™ Code of Conduct**
   Certified Signing Specialists™ will adopt the standards of professionalism and practice as defined in the Certified Signing Specialist™ Code of Conduct. Adoption will be measured by completion of an acknowledgment in conjunction with the Certified Signing Specialist™ examination.

4. **Standardized Signing Script**
   Certified Signing Specialists™ will follow a standardized script at the onset of a loan signing appointment, and will utilize the supplied standardized responses when explaining the function of specific loan documents when asked by the consumer.

5. **Errors and Omissions Insurance**
   Certified Signing Specialists™ will maintain notary errors and omissions insurance coverage of at least $25,000.

For more information visit www.SigningProfessionalsWorkgroup.org.