



Signing
Professionals
Workgroup

Certified Signing Specialist™ Standards

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.