

ORDER**No. 344 dated 15 October 2020****ON THE APPROVAL OF THE REGULATION OF THE MANDATORY CONTINUING TRAINING PROGRAM FOR NOTARIES**

Pursuant to Article 102 paragraph 4 of the Constitution of the Republic of Albania Article 7 paragraph 2 of Law No 8678 dated 14 May 2001 On the Organization and Functioning of the Ministry of Justice as amended Article 84, paragraph 5, letter g, Article 88, paragraph 3 and Article 92 of Law No. 110/2018 “On Notaries”,

I HEREBY ORDER:

1. The approval of the Regulation of the Mandatory Continuing Training Program for Notaries as set out in the text attached hereto which constitutes an integral part of this Order
2. The structures responsible for notarial affairs within the Ministry of Justice the National Chamber of Notaries the Albanian Notary Training Center and the notaries themselves shall ensure the monitoring and enforcement of this Order.

This Order shall enter into force immediately and shall be published in the Official Gazette.

MINISTER OF JUSTICE
Etilda Gjonaj (Saliu)

REGULATION
OF THE MANDATORY CONTINUING TRAINING PROGRAM FOR NOTARIES**CHAPTER I**
GENERAL PROVISIONS**Article 1**
Subject matter

This Regulation defines the objectives of the continuing training program, the list of academic disciplines and other formative activities, the organization of teaching attendance rules, the methods for assessing knowledge and skills financial aspects as well as other detailed matters related to the continuing training of notaries.

Article 2
Legal basis

This Regulation is based on the provisions of the Law on Notaries, the Statute of the National Chamber of Notaries, the Notary Professional Code of Ethics as well as on the Regulation of the Albanian Notary Training Center.

Article 3 **Scope of application**

The Regulation applies to the professional continuing training program for notaries. This Regulation also applies to deputy notaries when, on their initiative, they participate in the professional continuing training program.

Article 4 **Definitions**

a) “Continuing training” means the mandatory continuing training program for notaries which is based on professional continuing training sessions organized by the Albanian Notary Training Center (the Center), the Notary completes the required number of training days in accordance with the procedures criteria and standards set forth in the Law on Notaries and sub-legal acts

b) “Certificate” means the confirmation issued by the Center for successful completion of the mandatory continuing training sessions

c) “Credit” means the time spent in professional continuing training calculated as 60 minutes per 1 credit. In cases where the notary has participated as a trainer in the Center’s activities the credits recorded in his personal file are calculated based on the 60-minute criterion and are valued at 2 credits.

d) “Training day” means a day of professional continuing training lasting no less than 5 hours and valued at 5 credits. The notary participates in continuing training programs and other training activities for at least 5 days per year organized by the Center or other entities.

Article 5 **Purpose and objectives of the mandatory continuing training program**

The purpose and objectives of this program are as follows:

a) to provide an appropriate training program for notaries who are members of the National Chamber of Notaries in the fields of civil law, family law, commercial law, obligations private law in general and public law to the extent that these branches of law are related to the notarial profession.

b) to create a training program that enables the acquisition of competencies and the performance of duties in the exercise of the notary profession.

c) to develop professional capacities and practical skills enhance the professional qualifications of notaries in performing activities in accordance with the applicable legislation and to establish uniform notarial practices.

d) to provide continuing professional training for deputy notaries upon request and informational training courses for lawyers who wish to deepen their knowledge in the field of notarial practice.

e) to offer participants the opportunity to engage in teamwork in order to enhance their professional development contributing to the overall development of the notarial system.

f) to carry out the publication of training materials in the field of notarial practice.

g) to promote a spirit of professional collaboration among participants in the continuing training program through the relevant training sessions.

Article 6

Qualification objectives

The professional development and qualification of participants in continuing training is achieved through the acquisition of the following competencies:

a) knowledge skills and attitudes necessary for successful professional performance as notaries

b) the ability to cope with continuously changing demands and challenges.

c) the ability to apply the required competencies directly in work professional methodological social and personal independent reflection on matters within the field of notarial practice consideration of alternative procedures and persuasive argumentation.

d) the development of practical skills and the strengthening of awareness regarding the interrelation of legal social and economic dimensions.

e) the ability to conduct independent research in order to support sustainable professional development.

f) the requirements for managing and successfully completing work processes self-organization and discipline and the ability to cope with a high workload.

CHAPTER II

CONTINUING TRAINING PROGRAM AND ORGANIZATION

Article 7

Organization of the continuing training program

1. The continuing training program is offered in accordance with the provisions of the Law on Notaries the rules set forth in this Regulation and other applicable acts.

2. The Center organizes the professional continuing training program based on an annual planning schedule.

3. The Center takes the necessary administrative and academic measures and ensures in particular the continuing training of notaries by providing continuing training programs and other training activities.

4. The Center cooperates with the National Chamber of Notaries (“the Chamber”) for the organization and operation of the annual continuing training program for participants.

5. The professional continuing training program provides notaries with no less than five mandatory training days within a calendar year.

6. The thematic program and the calendar of all activities to be conducted within the continuing training sessions together with the training methodology and the registration form model are published electronically on the official websites of the Center and the Chamber.

Article 8

Mandatory continuing training program

1. The content of the mandatory continuing education program shall reflect the development of the participants' professional competencies, which shall be focused on the enhancement of their practical skills and ethical values, primarily in:

- a) the establishment and strengthening of professional capacities in domestic and international legislation;
- b) the drafting of the respective procedural acts in the exercise of competences, in conformity with the legislation in force;
- c) the application of ethical rules;
- d) the adaptation to specific circumstances and situations during the exercise of competencies;
- e) the development of skills in the field of notarial practice;
- f) the development of social skills;
- g) the development of practices with institutions related to the work of notarial offices;
- h) the development of research, organizational, and managerial capacities.

2. The aforementioned competencies shall be developed through the implementation of training modules, practical training, as well as practical work that may be assigned by the trainers.

3. The mandatory continuing education program shall include:

- a) continuing education training for all active notaries in the Republic of Albania, members of the Chamber;
- b) continuing education training for newly appointed notaries who are members of the Chamber;
- c) continuing education training for notaries exercising notarial activity in specific municipalities, based on the requests, needs, or relevant issues that may arise or be identified by them;
- d) continuing education training for deputy notaries, which shall not be mandatory, but may be conducted based on their requests;
- e) informative trainings for notaries, deputy notaries, notary candidates, as well as legal professionals/jurists. Informative trainings shall not be evaluated on the basis of credits.

Article 9

Method of organization and functioning of the trainings

1. Trainings are determined at the beginning of each calendar year and are published on the official website of the Center and the Chamber. Any change in the training calendar shall be notified no later than one month prior to the date of the training.

2. Continuing education trainings are organized either as a one-day training (of not less than 5 hours/5 credits) or as a two-day training referred to as a "training cycle" (10 hours/10 credits). The participant in the training cycle shall be subject to specific rules drafted for such training.

3. Continuing trainings may be organized in the form of lectures/workshops or other interactive methods, and the topics shall mainly relate to:

- a) the field of civil law;
- b) the field of family law;

- c) the field of inheritance law;
- d) the field of obligations law;
- e) the field of private law in general;
- f) the field of financial law;
- g) specific aspects of public law;
- h) laws and regulations on notarial services;
- i) rules on the professional ethics of notaries.

4. The training topics are determined in cooperation with the trainer.

5. In specific cases, based on the needs of notaries/substitute notaries for training, legislative amendments, and practical issues, the nature of the continuing education program may allow for the inclusion of other training activities or topics.

6. Each training program shall contain the objective of the training, the training topic, the number of modules with the respective topics, the duration of each module, as well as any other element necessary for the participants in the training. For professional continuing education trainings, the respective credits shall also be determined.

7. The modules and topics of the professional continuing education training are determined annually by the Executive Director of the Center, in cooperation with the Council of the National Chamber of Notaries. Their final approval is made by the Minister of Justice, upon the proposal of the Chamber.

8. The topics of the informative trainings are determined by the Executive Director of the Center, in cooperation with the Chamber.

Article 10

Venue for the conduct of continuing trainings

Continuing trainings shall be organized at the premises of the Center or in other venues that may be contracted by the Center, for the purpose of conducting the respective trainings and ensuring access for all persons confirmed for participation.

Article 11

Continuing education activities carried out by the notary

1. Continuing education activities independently carried out by the notary include:

- a) participation in a national or international conference;
- b) participation with a scientific paper on a topic in the field of notarial practice at a national or international conference, with the material being part of the conference proceedings;
- c) publication of a scientific article on a topic in the field of notarial practice, published in a national or international scientific journal;
- d) publication of monographs in the field of notarial practice;
- e) participation and engagement in the activities of the Chamber.

2. The above-mentioned activities shall be evaluated with credit points, according to the following provisions:

- a) participation in a national conference in the field of notarial practice shall be evaluated with 10 credits / 2 training days;

- b) participation in an international conference in the field of notarial practice shall be evaluated with 15 credits / 3 training days;
- c) participation with a scientific paper on a topic in the field of notarial practice at a national conference shall be evaluated from 10 to 15 credits / 2 training days;
- d) participation with a scientific paper on a topic in the field of notarial practice at an international conference shall be evaluated with 15 credits / 3 training days;
- e) publication of a scientific article on a topic in the field of notarial practice in a national scientific journal shall be evaluated with 15 credits / 3 training days;
- f) publication of a scientific article on a topic in the field of notarial practice in an international scientific journal shall be evaluated with 20 credits / 4 training days;
- g) publication of monographs in the field of notarial practice shall be evaluated with 25 credits / 5 training days;
- h) participation and engagement in the activities of the National Chamber of Notaries shall be evaluated with not less than 10 credits / 2 training days.

CHAPTER III TRAINERS AND THE METHODOLOGY OF CONTINUOUS TRAINING

Article 12

Trainers engaged at the center

1. In the continuous training program, as well as in other activities organized by the Center, trainers are engaged.
2. The list of trainers and the relevant documentation, after being reviewed by the Executive Director of the Center, shall be submitted for approval to the President of the Chamber at the beginning of each calendar year.
3. For determining the list of trainers, the Center shall publicly invite to apply all individuals who believe they possess personal expertise in one of the training fields and topics. Depending on the training topic, the Center shall research to identify the most suitable trainers and may refer to the database of trainers from previously organized trainings, the database of foreign partners or various NGOs with which the National Chamber of Notaries has relations, or any other institution that holds valuable data serving the activity of the Center.
4. Candidates must meet the following criteria:
 - a) over 5 years of experience as lawyers; and
 - b) over 2 years of academic teaching experience;
 - or
 - c) over 5 years of experience as a notary; and
 - d) over 2 years of academic teaching experience;
 - or
 - e) specified professional experience in the field/course/topic for which they will serve as experts.
5. Additional important criteria for the selection of all trainers, who must cumulatively meet the above criteria, are as follows:

- a) moral integrity and good reputation in their position, which relates to the continuous observance of the rules in their duty;
 - b) high communication skills;
 - c) scientific activity in the form of publications and conferences.
 - d) possess the necessary skills to assess the professional training needs of notaries / deputy notaries;
 - e) have good knowledge of the English language; possession of other foreign languages shall constitute an advantage in the selection process;
 - f) presentation skills and the ability to convey information to participants accurately and clearly.
6. The application shall be submitted by presenting the necessary documentation proving compliance with the above criteria, accompanied by:
- a) an official request in physical or electronic format;
 - b) a copy of the curriculum vitae, specifying experience and trainings attended, participation in conferences or publications, certified with the relevant documents;
 - c) the title of the topic, issue or sub-issue for which they seek to provide their expertise;
 - d) the methodology to be used in the training;
 - e) the detailed draft program as provided in Article 15 of this Regulation.
7. For the implementation of continuous training, the Chamber shall sign a service contract with the trainers, which shall set out the mutual rights and obligations.
8. In the training sessions, facilitators may also be used to support the work of the trainers, with the aim of producing literature or selecting judicial practice cases necessary for training.
9. The Chamber, in cooperation with the Center, shall determine the list of facilitators for each training session. The list shall be drawn up on the basis of applications from notaries who have demonstrated active participation in training sessions and have research skills. The duties of the facilitators shall be defined in an agreement between them and the Chamber.
10. The fee for each trainer shall be proposed by the Executive Director of the Center and approved by the Council of the Chamber.

Article 13

Evaluation of trainers' work

1. The trainers engaged by the Center shall be subject to an evaluation process, with the aim of monitoring their work and ensuring the quality of teaching for the participants.
2. The trainer evaluation process shall be carried out at the end of each calendar year or activity session and shall be conducted in parallel through the analysis of several components:
 - a) evaluation by training participants: Conducted at the end of the academic year or upon completion of the group of sessions/seminars, by means of written questionnaires prepared by the Executive Director of the Center. The collection of information through questionnaires shall be carried out at the end of the year/activities, while ensuring the anonymity of participants. The completed questionnaires shall be collected by the Secretariat responsible for continuing education, processed, and submitted to the Executive Director of the Center;
 - b) evaluation by the Executive Director of the Center: at the beginning of each calendar year, the Executive Director of the Center shall prepare a report on the results of the evaluation of trainers during the preceding year, together with proposals for the removal or replacement of those

who do not meet the criteria, with the purpose of exercising his/her decision-making in the form of granting the final evaluation.

Article 14

General obligations of trainers

1. The trainers engaged by the Center shall undertake to fulfill the following obligations:
 - a) the exercise of their function in accordance with the law, this program, and other applicable acts;
 - b) the orientation of training based on the practical nature of continuing education;
 - c) compliance with the decisions of the Center;
 - d) observance of the schedules of the training activities;
 - e) in the performance of their activities, they shall not be influenced by any political doctrine. They may not use their pedagogical activities to express their political beliefs;
 - f) the exercise of their professional duties with competence and correctness;
 - g) non-disclosure or non-use of information acquired in the course of their work for any purpose other than that related to their training responsibilities.

Article 15

Specific obligations of trainers

1. Trainers engaged in continuing education must fulfill the following specific obligations:
 - a) submit to the Center a detailed training program in both hard copy and electronic format, specifically providing a description of the issues of the training or module for which they have been selected, the literature to be used, including a concise bibliographic list (both of sources on which they have relied and those recommended for further study), as applicable, as well as the legal basis that participants must have available during the training;
 - b) notify the Center of any inability to participate no later than one month before the training date, except in unforeseen circumstances. In such a case, the trainers must recommend a possible substitute trainer, taking into account the Center's standards, and must make available any preparatory work;
 - c) take notes during the training activity regarding: suggestions and comments from the audience on the current and prospective topics of the training; suggestions for legislative amendments and changes arising from the "Discussion and Debate" sessions; attendance at training; and the participants' ability to remain focused on the subject matter of the training;
 - d) submit all the above and any other matters related to continuing education in a "report" to the Center no later than two (2) weeks after the training.

Article 16

Training methodology

1. Regarding the training methodology, the trainers engaged by the Center shall:
 - a) develop an interactive method of training;

- b) endeavor to maintain a balance between the theoretical and practical treatment of the issues under discussion, with priority given to the practical aspects;
 - c) ensure constructive, distributed, and non-dominant interventions, leaving ample space for discussion by the participants;
 - d) have the ability to combine various training methods (oral presentation, written presentation, group work, questioning, use of audiovisual tools, etc.);
 - e) have the ability to present the material without documentary support, and to prepare adequately for interaction and the application of training methods, following the purpose and thematic scope of the presentations, and to remain within the time allocated for a presentation;
 - f) cooperate with other trainers involved in the same training or thematic area.
2. Two weeks before each training, the group of trainers shall convene at the Center to cooperate and discuss matters related to the smooth conduct of the training. They will also be contacted electronically regarding the measures taken for the implementation of the training activity.

CHAPTER IV ORGANIZATION OF TRAINING

Article 17 **Registration in Continuing Training Courses**

1. The Center shall notify notaries, as well as deputy notaries, electronically regarding the thematic program and the calendar of training activities to be attended by them.
2. Each training activity shall be published on the electronic page of the Center and the Chamber and shall contain information regarding the group of participants, the narrative content or course description, the location of the training, the duration of the course, the scheduled dates, the type, agenda, and financial support.
3. Registration in training activities is individual and shall be carried out according to the registration form template published on the official website of the Center and the Chamber.
4. Registration shall be considered valid if submitted no later than three days before the date of the respective training.
5. The Center shall determine the list of participants for each training session, taking into account individual requests as well as legal provisions:
 - a) no less than 5 full days within a calendar year (1 day includes no less than 5 hours of training / 5 credits) and no less than 25 full days over five calendar years; and
 - b) no more than 15 full days within a calendar year and 75 full days over five calendar years.
6. The lists of participants shall be approved by the Executive Director of the Center.
7. The Scientific Secretariat for Continuous Training of the Center shall prepare the complete list of participants for the entire Republic, divided according to the courses of the continuous training program.
8. Exceptionally, the Center, for special and exceptional cases, in order not to hinder the training process and based on training needs, may update the lists of participants and training activities in continuing education.
9. After approval of the lists, the Center shall proceed with individual notification of persons required to participate through electronic invitations for the respective training activity.

10. Invitations for participation in training activities shall be sent electronically at least one month before the scheduled date of the activity. The Chamber shall ensure that no obstacles are created for attending the respective training.

Article 18

Participation in continuing training program activities

1. The Center shall maintain all participation data in such training sessions, including: the list of invitees for each activity, the list of participants, reflecting them in detail according to the respective sessions, and the list of those issued a certificate. The lists shall be composed of morning and afternoon sessions. Each participant is obliged to sign their attendance to verify continuous participation in all sessions; otherwise, they shall not be certified. This list shall also be reflected in a separate register, using a serial number, based on the issued certificates.

2. The Center shall maintain data regarding the training fields, the topic of the training session, the activity period, the location, the experts, facilitators or moderators, as well as financial support, if any.

3. The Chamber Council shall propose measures in cases of non-participation of a notary in continuing training, according to the obligations established in the law “On Notaries,” and shall submit them in writing to the Disciplinary Board.

4. At the conclusion of each training activity, participants shall be provided with an electronic copy of the respective topic and a concise bibliographic list (both of sources relied upon by the academic staff and those recommended for further study), a list of case studies and unifying decisions of the Supreme Court, as applicable, of the Constitutional Court, and of important international courts, such as the ECtHR and the CJEU.

CHAPTER V

RULES AND CONDITIONS FOR ISSUING PARTICIPATION CERTIFICATES

Article 19

Certificate

1. Notaries participating in continuing training organized by the Center shall be issued a certificate, signed by the Executive Director of the Center. Participants who miss even one training session shall not be issued a certificate. In such cases, upon their request, participants may receive a statement only for the time they have attended.

2. The certificate shall indicate the name, surname, training title, date of the training, registration number, number of credits, as well as the signature of the Executive Director and the seal of the Center. Alongside the Center’s logo, the certificate shall also bear the logo of the Chamber.

3. The certificate issued by the Center in cooperation with institutions with which it has entered into a relevant cooperation agreement shall contain the following elements: name, surname, date of the training, training title, number of credits, registration number, signature of the Executive Director and the seal of the Center, and the signature and seal of the head of the cooperating institution. Alongside the logos of the Center and the Chamber, the certificate shall also bear the logo of the partner institution and the details of the authority certifying this joint training.

4. Other participants in the Center's trainings, such as deputy notaries or lawyers aiming to deepen their knowledge in the notarial field, shall be issued the relevant statement upon completion of the training, which shall indicate the duration of the training, its subject matter and relevant modules, as well as other elements depending on the procedure followed.

Article 20

Financing, funds, and revenues

1. The continuing training program shall be financially supported by the revenues of the Chamber members, as well as by the Chamber itself. The fees for continuing training at the Training Center shall be proposed by the Council of the National Chamber of Notaries and approved by the General Assembly of the Chamber.

2. The program may be supported with funds provided in the form of donations or grants offered by national and international organizations.

3. The continuing training program shall generate revenues from the registration fees. The fees shall be determined by the Chamber in cooperation with the Center. Revenues from these fees shall be part of the Center's income and used for its academic or administrative activities.

CHAPTER VI

FINAL PROVISIONS

Article 21

Entry into force

This Regulation shall enter into force after final approval by the Minister of Justice.

CERTIFIED TRANSLATOR'S DECLARATION

Date: 18___.08___.2025_____

I, _____ANIDA RAMA_____, certified translator for the ENGLISH__ language, duly certified by the Ministry of Justice under No. 99_ dated 31.07.2024 and registered in the Electronic Register of Certified Translators under No. 99____,

hereby declare that I have translated: Order no. 344 dated 15.10.2020 “on the approval of the regulation of the mandatory continuing training program for notaries” , from the source language _____ALBANIAN_____ into ENGLISH____, accurately, with due diligence, and with full legal responsibility, faithfully preserving the meaning and content of the original text.

Name, surname, and signature

Seal

Postal address: _____

Email address: **anidaymeri@gmail.com**_____Contact number: **0692360149**_____