

ORDER**No. 346, dated 15.10.2020****ON THE APPROVAL OF THE REGULATION OF THE MANDATORY INITIAL
TRAINING PROGRAM FOR NOTARY CANDIDATES**

Pursuant to Article 102, paragraph 4, of the Constitution, Article 7, paragraph 2, of Law no. 8678, dated 14.5.2001, On the Organization and Functioning of the Ministry of Justice, *as* amended, Articles 84, paragraph 5, letter “g”, and 88, paragraph 3, of Law no. 110/2018, “On Notaries,”

I HEREBY ORDER:

1. The approval of the “Regulation of the mandatory initial training program for notary candidates”, according to the text attached to this order and forming an integral part thereof.

2. The structure responsible for notary in the Ministry of Justice, the National Chamber of Notaries, the Albanian Notary Training Center and notary candidates are charged with the follow-up and implementation 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 INITIAL TRAINING PROGRAM FOR NOTARY CANDIDATES**CHAPTER I**
GENERAL PROVISIONS**Article 1**
Subject matter

This regulation determines the objectives of the mandatory initial training program for notary candidates, the training program and modules, the organization and teaching methods, the manner of testing knowledge and skills, the rules and conditions for issuing a certificate for the successful completion of the initial training program, as well as other rules for initial training.

Article 2
Legal basis

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

Article 3

Definitions

For the purposes of this Regulation, the following terms shall have the following meanings:

- a) “Initial Training Program” refers to a set of academic and/or scientific research activities with a standard academic workload of 60 ECTS credits within one academic year, the successful completion of which entitles the notary candidate to be issued the corresponding certificate;
- b) “European Credit (ECTS)” is the unit of credit as defined under the European Credit Transfer and Accumulation System, which must be earned by the notary candidate during the mandatory one-year initial training program. It represents the minimum number of classroom contact hours and independent study hours that the candidate must complete during the one-year mandatory initial training program; 1 (one) ECTS corresponds to a minimum of 10 (ten) classroom hours and 15 (fifteen) hours of independent study;
- c) “Certificate” means the document issued by the Albanian Notary Training Center (“the Center”) confirming the successful completion of the initial training program for notary candidates.

Article 4

Objectives of the Mandatory Initial Training Program

The purpose and objectives of this program are as follows:

- a) to provide a suitable mandatory training program, based on the existing knowledge of the beneficiaries;
- b) to establish an initial training program that reflects the competencies and duties required in the practice of the notarial profession;
- c) to develop professional capacities and practical skills, as well as the professional formation and advancement of participants in carrying out activities in accordance with the applicable legislation, and to create unified notarial practices;
- d) to offer beneficiaries the opportunity, through engagement in teamwork, to enhance their professional development while contributing to the overall development of the notarial system;
- e) to promote a spirit of professional collaboration among notary candidates through relevant educational activities.

Article 5

Objective for Qualification

The professional development and qualification of notary candidates within the initial training program is achieved through the acquisition of the following competencies:

- a) fulfillment of the general requirements for the notarial profession in Albania;
- b) knowledge, skills, and attitudes necessary for successful professional performance as a notary;
- c) ability to respond to continuously changing demands and challenges;

- d) ability to apply the required competencies directly in professional practice (including professional, methodological, social, and personal skills), independent reflection on notarial matters, consideration of alternative procedures, and persuasive reasoning;
- e) development of practical skills and enhancement of awareness regarding the interconnection of legal, social, and economic dimensions;
- f) ability to conduct independent research in support of sustainable professional development;
- g) requirements for managing and successfully completing the work process (self-organization and discipline, ability to cope with a high workload).

CHAPTER II INITIAL TRAINING PROGRAM AND ORGANIZATION

Article 6

Mandatory Initial Training Program

1. The mandatory initial training program focuses on the development of professional competencies, practical skills, and ethical values of notary candidates, as follows:
 - a) enhancing and strengthening professional capacities regarding domestic and international legislation;
 - b) drafting relevant procedural acts following the exercise of competencies and applicable legislation;
 - c) applying ethical rules;
 - d) adapting to specific circumstances and situations in the exercise of competencies;
 - e) developing skills in the field of notarial practice;
 - f) developing social skills;
 - g) developing practical cooperation with institutions related to the work of notarial offices;
 - h) developing research, organizational, and management capacities.
2. The above competencies shall be developed through training modules, which are attached as an annex to this Program, practical training, as well as practical assignments that the academic staff of the Center may assign.
3. The mandatory initial training program shall comprise at a minimum the following topics:
 - a) Civil Code;
 - b) family law;
 - c) inheritance law;
 - d) commercial law;
 - e) laws and regulations governing notarial services;
 - f) real estate legislation;
 - g) professional ethics.
4. In special cases, based on the needs of notary candidates, legislative changes, or practical issues, the nature of the initial training program may allow for the inclusion of additional topics

Article 7

Organization of the Mandatory Initial Training Program

1. The mandatory initial training program is a one-year program offered to notary candidates in accordance with the provisions of the Law on Notaries, this Regulation, and subsidiary acts.
2. The one-year mandatory initial training program is organized based on the number of European Credit Transfer and Accumulation System (ECTS) credits.
3. The mandatory initial training program shall comprise no fewer than 60 European Credits (ECTS).
4. The one-year mandatory initial training program is organized according to the calendar year. For the implementation of this program, the Center prepares and approves the calendar of training activities, the number of training sessions, their duration, and the credits to be earned.
5. The Center shall take the necessary administrative and academic measures and shall provide special attention to the initial training of notary candidates.
6. For the organization and monitoring of this mandatory initial training program, the Center cooperates with the National Chamber of Notaries (“the Chamber”), which is responsible for ensuring the initial training and the professional qualification development of notary candidates.
7. The thematic program shall be published electronically on the official website of the Chamber.

CHAPTER III

DUTIES OF THE ACADEMIC STAFF AND METHODOLOGY OF INITIAL TRAINING

Article 8

Duties of the Center’s Academic Staff

1. The academic staff of the Center, composed of internal and external lecturers, shall assume the following responsibilities:
 - a) perform their functions objectively and impartially, in accordance with the law, this program, and other applicable acts, without being influenced by any form of pressure or external interference;
 - b) prepare the relevant teaching programs for the subject(s) they cover;
 - c) promote the rule of law, the principles of the legal state, and the protection of citizens’ rights and freedoms;
 - d) guide the initial training process, taking into account the practical nature of this program;
 - e) comply with the decisions of the Center and the Chamber;
 - f) reflect the moral integrity of the lecturer, including adherence to professional rules and specific criteria regarding their quality as academic staff of the Center;
 - g) respect the scheduled training hours;
 - h) in the performance of their activities, academic staff shall not be influenced by any political doctrine and may not use their teaching activities to express personal political beliefs;
 - i) the academic staff shall carry out their professional duties competently and correctly, respecting their responsibilities under this program and the decisions of the Center and the Chamber;
 - j) refrain from disclosing or using any information obtained during their work as academics for purposes other than those related to their teaching and training responsibilities;

k) notify the Center of any inability to participate no later than one month before the scheduled teaching date, except in cases of unforeseen circumstances. In such cases, they shall provide the preparatory work in advance;

l) keep records during teaching regarding: suggestions and observations from the audience on current topics and training perspectives; proposals for amendments or changes in legislation arising from “Discussions and Debates” sessions; attendance of notary candidates; and the participants’ ability to concentrate on the subject matter.

Article 9

Training Methodology

1. Regarding the training methodology, the academic staff of the initial training program shall:

- a) develop an interactive teaching method;
- b) strive to maintain a balance between theoretical and practical treatment of the topics under discussion, giving priority to practical aspects;
- c) ensure constructive, distributed, and non-dominating interventions, allowing ample space for discussions from notary candidates;
- d) be capable of combining multiple teaching methods (oral presentation, written presentation, group work, questioning, use of audiovisual tools, etc.);
- e) be able to present the material without documentary support and prepare the necessary source materials, supporting both theoretical and practical aspects, monitoring the appropriate level of interaction, supporting training methods, the purpose and content of presentations, and staying within the allotted time for a presentation;
- f) cooperate with other lecturers who may be involved in the same training or topic.

2. Teaching shall be organized into two parts: the theoretical part and the practical part of the same subject. This division is also decisive for the teaching methodology. The methodology includes the traditional lecture method (including simulation and problem-solving methods). Teaching methodology consists of combining theoretical work with practical aspects. Most of these practical sessions require participants to write, draft, or prepare a significant number of contract forms and other notarial acts. The majority of these sessions shall be of an intensive practical nature; others shall be organized according to the relevant topics.

3. The Center's academic staff may be summoned by the Executive Director of the Center or by the Chamber to cooperate and discuss the conduct of teaching, as well as measures that may be taken within the framework of ensuring the quality and effectiveness of teaching.

CHAPTER IV

ORGANIZATION OF TEACHING

Article 10

Organization of the Teaching Process

1. The teaching program for notary candidates is organized in separate groups. Each group shall have a specific number of participants in proportion to the number of registered candidates who have successfully passed the entrance examination for the initial training program.

2. The uniform implementation of the curriculum shall be ensured for each group.
3. The weekly teaching schedule for each group shall be prepared by the academic staff of the Center, based on the teaching plan. The weekly schedule coordinates the teaching elements (lectures, professional debates, independent research, etc.), ensures the balanced distribution of workload, and specifies the time and classroom for each session.
4. The teaching schedule is mandatory for compliance by all participants and lecturers. It shall be posted in a visible location on the Center's notice board and published on its official website.

Article 11

Participation in the Mandatory Initial Training Program

1. Any person who successfully passes the entrance examination for the initial training and obtains the corresponding certificate, in accordance with the relevant provisions of the Law on Notaries, shall participate in the initial training program for notary candidates conducted by the Center.
2. Notary candidates shall be notified by the Center electronically regarding the thematic teaching program and the schedule of teaching activities, which they are required to follow systematically.
3. Upon completion of each teaching topic within the initial training program, notary candidates shall receive an electronic copy of the respective topic and a concise bibliography (including sources relied upon by the academic staff and suggested materials for further study).

Article 12

Rights and Obligations of Notary Candidates

1. Notary candidates shall have the right to:
 - a) attend all teaching activities conducted within the framework of the initial training program;
 - b) utilize the infrastructure made available by the Center for the teaching process, as well as benefit from the support services provided by this structure;
 - c) express their assessment regarding the quality of teaching and the work of the Center's academic staff.
2. Notary candidates shall have the obligation to:
 - a) comply with the rules established by the Chamber/Center;
 - b) respect the rights of the Center's academic staff and other candidates participating in the initial training program;
 - c) pay the relevant fees for the initial training in accordance with the applicable legal and sub-legal provisions.

Article 13

Expected Outcomes upon Completion of the Mandatory Initial Training Program

- Upon completion of the mandatory initial training program, participants shall be able, inter alia, to:
- a) understand and master the general and specific aspects of the notarial system;

b) recognize the general principles of notarial functions, notary ethics, rules governing the exercise of notarial duties and the inspection of notarial offices, as well as the disciplinary procedures to which a notary/deputy notary may be subject in case of violations;

c) undertake actions and draft notarial acts applicable in notarial practice, including those relating to rights arising from immovable property (such as ownership rights, easements, mortgage rights, construction rights, etc.), family and inheritance matters, commercial law matters, procedural matters, and others;

d) undertake the necessary steps for the authentication of notarial acts and transactions;

e) interpret and apply legal provisions in the field of notarial law in accordance with the applicable legislation;

f) understand the impact of legal expressions and terminology used in the drafting of notarial acts.

CHAPTER V

METHOD OF ASSESSING THE KNOWLEDGE AND SKILLS OF NOTARY CANDIDATES

Article 14

Final Examination

1. Upon completion of the mandatory one-year initial training program, the applicant shall undergo the final examination.

2. The final examination shall be prepared and assessed by the Evaluation Commission, in accordance with the relevant provisions of the Law on Notaries, and shall cover all subjects included in the mandatory initial training program.

3. The examination shall be based on transparent procedures, fair and reliable assessment methods, and a high level of professional knowledge of the participants.

4. Regarding the format of the examination paper, the conduct and administration of the examination, as well as its marking, the rules set forth in the regulation on the admission examination to the initial training, approved by order of the Minister of Justice, shall apply.

5. Applicants who obtain at least 80% of the maximum points in the final examination shall acquire the right to apply for the position of notary candidate with any notary office.

Article 15

Certificate

1. The Center, in its capacity as the institution responsible for the initial training of notary candidates, shall document the participation of the latter in the initial training.

2. At the end of the initial training program, participants shall be provided with the relevant certificate, which shall be signed by the Executive Director of the Center.

3. The Executive Director of the Center shall establish specific rules for the identification and monitoring of participants in the training activities of the initial program before issuing the relevant certificate.

4. The relevant certificate shall indicate the first name, surname, completion of the mandatory initial training program, the date of issuance, and the serial number of the certificate, the signature

of the Executive Director, the seal of the Center, as well as other necessary elements. In this certificate, alongside the Center's logo, the logo of the Chamber shall also be displayed.

CHAPTER VI FINAL PROVISIONS

Article 16 **Entry into force**

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

ANNEX 1 MODULES OF THE MANDATORY INITIAL TRAINING PROGRAM

The curriculum of the mandatory initial training shall contain, at a minimum, the following curricular modules:

No	Module Title
1	The Notarial System Worldwide and in Europe (Best practices and models, etc.)
2	Notarial Practice in Albania (General aspects, principles, the notary in relation to clients, collegial relations of the notary, functions, rights and duties of the notary, the notary and public and private institutions, communication with the media, activities outside the notary's office, etc.)
3	Inspection of Notaries (Supervision and disciplinary liability, investigation and disciplinary proceedings, procedure, violations and disciplinary measures, rights and obligations of the subject under investigation/disciplinary proceedings, etc.)
4	Organization and Functioning of the National Chamber of Notaries
5	Public/Administrative Law
6	Commercial Law and Notarial Practice (forms of business organization in Albania, etc.)
7	Real Estate Legislation and Notarial Practice (real rights, various forms of ownership, rights/obligations arising from usufruct, servitude, registration of immovable property, access to and application through electronic systems in public electronic registers, etc.)
8	Law of Obligations
9	Contracts (interpretation, effects of contracts, specific contracts, their elements, etc.)
10	Family Law and the Notary (the role of the notary during lifetime transactions, regulation of marital property regimes, division of property, consolidation of property, termination of the marital property regime, etc.)
11	Inheritance under the Law and Testamentary Inheritance (drafting a notarial will, holographic will, renunciation of inheritance, issuance of certificate of inheritance, modification of certificate of inheritance, rectification of errors and invalidity of inheritance, procedures applied, etc.)
12	Private International Law
13	Financial Law
14	Law and Regulations Governing Notarial Services

15	Notarial Activity (preparation, drafting and standardization of legal instruments, constituent elements of the notarial deed, applicable procedures, registration of notarial acts and actions, rectification of errors therein; electronic documents; access to the software system where notarial acts and actions are recorded and its interface with the Albanian electronic notarial register; financial transactions carried out by the notary, related procedures and rules for handling them as well as client funds or valuables, etc.)
16	Gender-Related Issues in Notarial Acts
17	Invalidity of Notarial Acts and Actions
18	Management of Notarial Registers and Archives, and Document Service
19	Functioning of the Civil Status Registry
20	Cases differing from notarial practice
21	Personal and cross-disciplinary skills (rules of communication and professional ethics, etc.)

CERTIFIED TRANSLATOR'S DECLARATION

Date: 18___.08___.2025_____

I, _____ANIDA RAMA_____, certified/accredited 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. 346, dated 15.10.2020 "On the approval of the regulation of the mandatory initial training program for notary candidates", 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_____
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