



Florida Certification Board CRPS or CRSS Scholarship Application

INSTRUCTIONS FOR COMPLETING THE SCHOLARSHIP FORM

This form is enabled for typing information directly into the areas required. It is also set-up for a digital signature. This removes the difficulty in adding your personal signature and having to fax the form. **Emailing the form as indicated on page one of the Scholarship Application is preferred.**

STEP 1. Open the Scholarship Application PDF form and save it to your computer. Add your name in the file name before you save it. For example: CRSS Scholarship Application_John Doe.pdf

STEP 2. Type in the required information in each section. Ensure you have entered all of the required information except the signature at this point. Type in the date next to the signature line.

STEP 3. Sign the document. When you click on the signature field a box will pop-up.

Click on “Create a new Digital ID.”

Click Continue and follow the prompts as indicated.

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device
Configure a smart card or token connected to your computer
- Use a Digital ID from a file
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID
Create your self-signed Digital ID

Cancel Continue

Select the place this application will be saved on your computer. Since you have already saved it, continue saving it in the same file.

Click Continue.

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

Fill in the Name and Email Address fields as required. The other fields can be filled in, but are optional.

Click Continue.

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: Sample Signature

Organizational Unit: Enter Organizational Unit...

Organization Name: Enter Organization Name...

Email Address: sample@gmail.com

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Continue

Create a password for your signature file. Write this password down in a safe place so you remember it when needed now or in the future.

Click Save. Save the signature file in a location that you remember on your computer. When you get to the final step for signing the application, the signature file will automatically be retrieved.

Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy it or back it up.

Your Digital ID will be saved at the following location :

C:\Users\pwate\AppData\Roaming\Adobe\Acrobat\DC Browse

Apply a password to protect the Digital ID:

Confirm the password:

Back Save

Sign with your Digital ID. Click on the circle next to your signature file that is retrieved on the screen.

Your signature block will appear.

It is best to check the box that says "Lock Document after signing." This closes all form fields and they will no longer be available for making changes or adding information. You can leave it unchecked but your form fields will be open for editing.

Click Sign. You will be asked to Save the document again. Save over the same file.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

Sample Signature (Digital ID file)
Issued by: Sample Signature, Expires: 2026.10.06 View Details

Sign as "Sample Signature"

Appearance Standard Text Create

Sample Signature Digitally signed by Sample Signature
Date: 2021.10.06 11:55:11 -04'00'

Lock document after signing View Certificate Details

Review document content that may affect signing Review

Back Sign

STEP 4. Email your completed Scholarship Application to the person indicated on page one.