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.	
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.	

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 ⑦ 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: ••••••••••••••• ⑦ 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 not 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) View Details Issued by: Sample Signature, Expires: 2026.10.06 **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.	