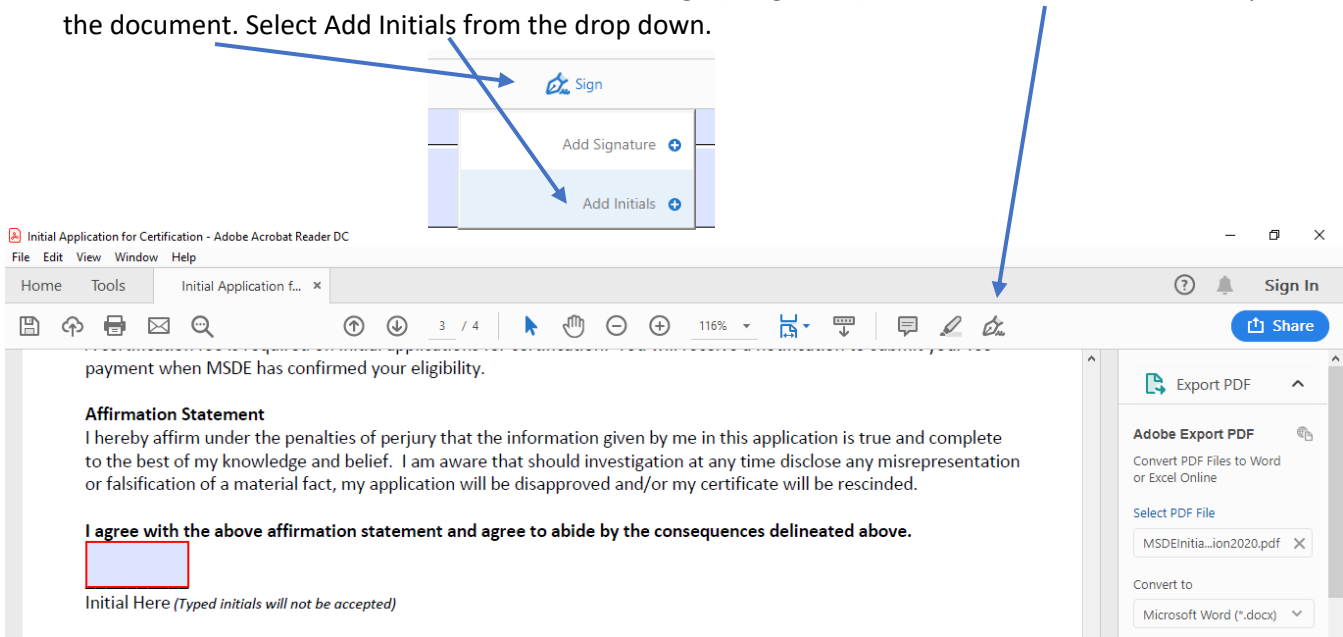


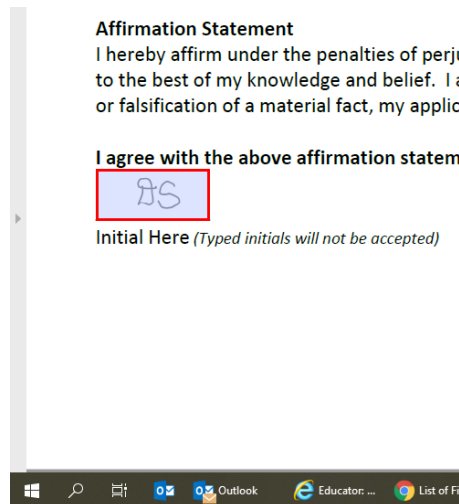
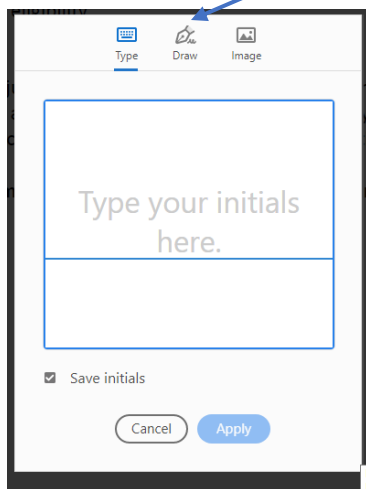
How to Initial and Sign the Electronic Maryland State Department of Education (MSDE) Application for Certification

These instructions will guide you through how to use your computer “drawn” initials and signature to complete the electronic Application for Certification using Adobe Reader or similar. First, make sure you are using MSDE’s 2020 version.

To initial the Affirmation Statement, choose Fill & Sign (in right bar) or in the tool bar or from the top of the document. Select Add Initials from the drop down.

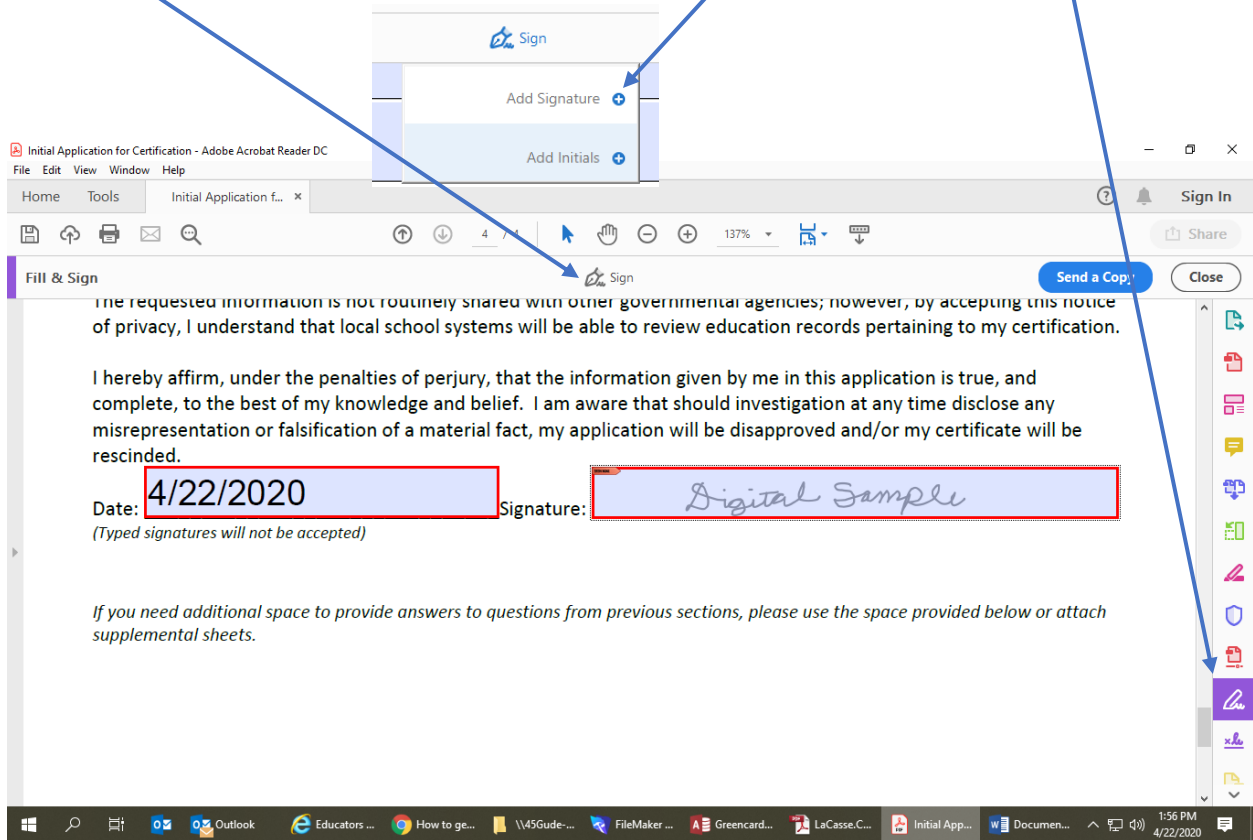


You'll get this pop up box. Click Draw and once you've “drawn” your initials, click Apply, and drag the initials into the box.

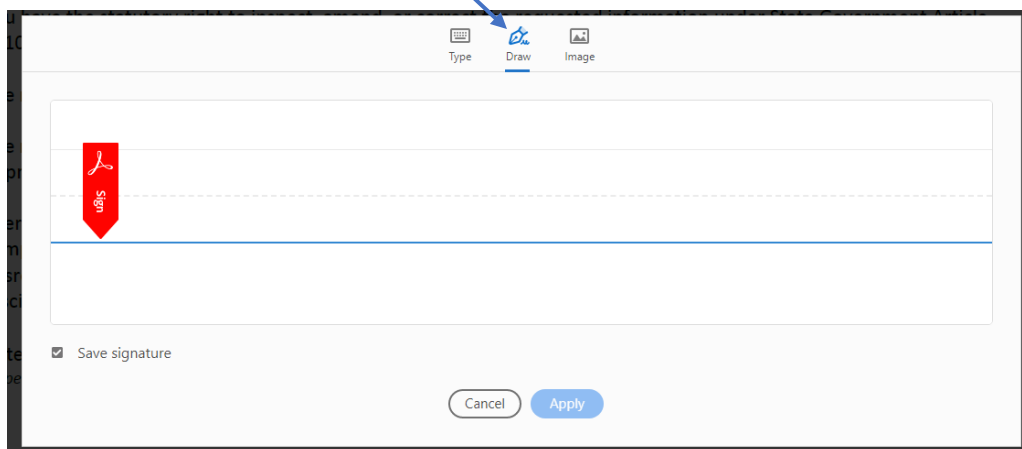


How to Initial and Sign the Electronic Maryland State Department of Education (MSDE) Application for Certification

Repeat to add your Signature to last page of the application. Choose Fill & Sign (in right bar) or in the tool bar or from the top of the document. Select Add Signature from the drop down.



You'll get this pop up box. Click Draw and once you've "drawn" your signature, click Apply, and drag the initials into the box.



Once you are finished, save the document and attach it to an email and send it to a member of the MCPS [Certification Unit](#).