CCP APPLICATION OPTIONS

At Wilson Community College are two options to complete and return CCP Applications.

Option 1: Traditional

1. Open the document, type content in all fields (boxes).
2. Once complete, print document, then the student and parent should sign and date at the bottom.
3. Take a picture or send a scanned, completed application to Trish Holsten, secondary partnership director at WCC: pholsten@wilsoncc.edu

Option 2: Digital Signature

1. To access the application and sign with a digital signature, you will need Adobe Acrobat Reader DC. If you do not have Adobe Reader on your personal computer, download it for free from the [Adobe download site](get.adobe.com/reader/) (get.adobe.com/reader/)

   Be sure to **un**check the boxes for the McAffee Security products so that this does not download onto your computer.
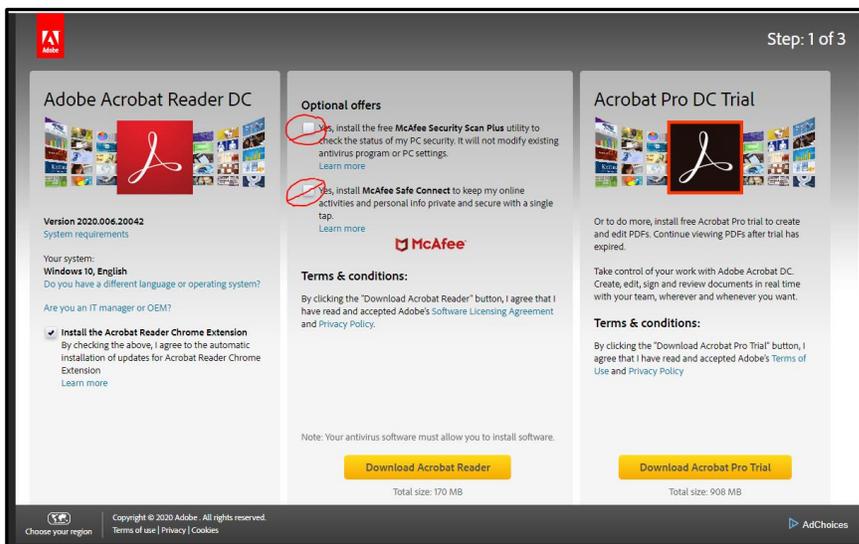

2. **First**, download and save the document to your computer, **a digital signature will not work in an internet browser preview.** Then, navigate to where you saved the document and right click to **"open with," and choose Adobe reader DC.**
3. Complete all fields (boxes).
4. To sign the application, *both* student and parent will need to create a digital signature
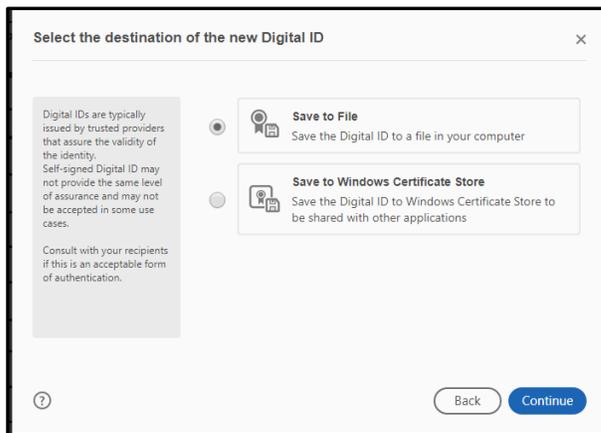1. Click on the line above "signature".

2. A box will appear that says "Digital ID Configuration Required", click on the button that says "**Configure Digital ID**."
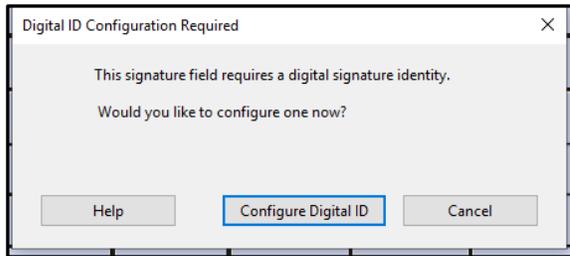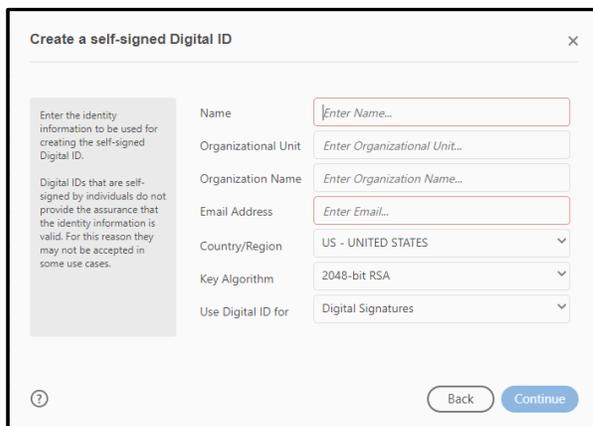
3. In the next screen, choose the item "Create a new Digital ID." Then click on **Continue**.
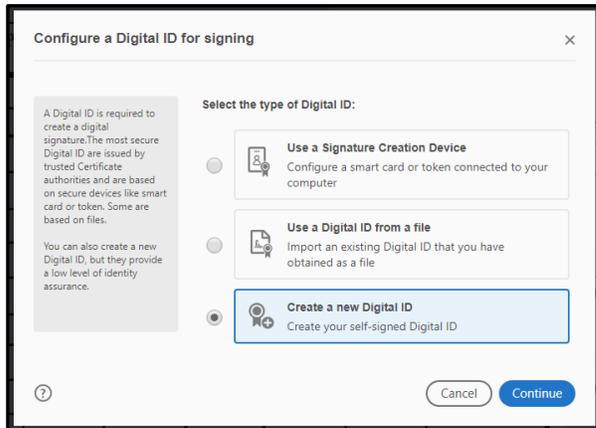

4. Next, you will choose where you want to save your Digital ID. Then click on **Continue**.

5. In the next screen, fill out your name and organization information to create your self-signed Digital ID. Then click on **Continue**.

6. The next screen will prompt you for a password to protect your Digital ID. Enter your password and then enter it again in the second block to confirm. Then click on **Continue**.
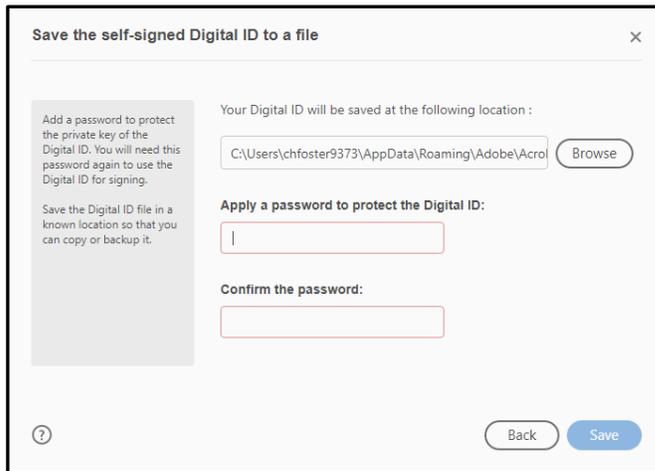
7. You will then choose your Digital ID for signature and click on **Continue**.
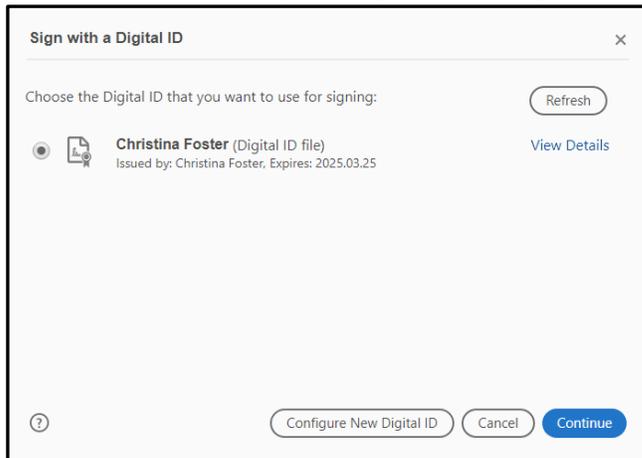
8. The Signature block will populate with your Digital signature and date, like the example in the picture below.

9. Once you have completed and signed your form, **Save the document** with your name and high school and semester. (i.e. Charlie Henry Brown– Beddingfield – 2020SU). Other semesters will be 2020FA (fall), 2021SP (spring), 2020SU (summer).

10. Finally, email the application to Trish Holsten: pholsten@wilsoncc.edu .