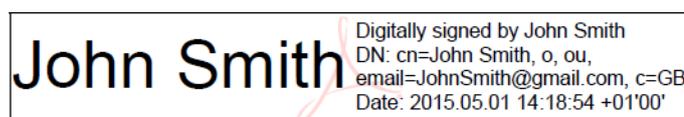


Placing a Digital Signature Using Adobe Reader

A digital signature is a small box of text that you can place on a document to verify that you have 'signed' the document. It does not look like a handwritten signature.

Here is a picture of a digital signature. When it is placed in a document it carries hidden information which verifies who has placed the signature and confirms that the document has not been altered.



John Smith
Digitally signed by John Smith
DN: cn=John Smith, o, ou,
email=JohnSmith@gmail.com, c=GB
Date: 2015.05.01 14:18:54 +01'00'

The information on here is about placing a signature using Adobe Reader. This you can download for free from this website:

<http://www.adobe.com/uk/products/reader.html>

It works with either Windows or Mac OSX or iOS.

Signing your Form R is the last step in completing your form, signing the form before entering all the data will invalidate the signature and your form will be rejected.

Please follow the instructions in this document so that you can apply a digital signature to your HEEoE forms. Further guidance can be obtained from Adobes official website by [clicking here](#).

1. Click into the signature field to begin signing the Form R

The image shows a PDF form titled 'Please fill out the following form. You can save data typed into this form.' The form contains several sections:

- Confirmation statements with radio buttons:
 - I confirm that I will be seeking specialist registration by application for a CESR.
 - I confirm that I will be seeking specialist registration by application for a CESR CP.
 - I confirm that I will be seeking specialist registration by application for a CEGPR.
 - I confirm that I will be seeking specialist registration by application for a CEGPR CP.
 - I confirm that I am a core trainee, not yet eligible for CCT.
- Specialty 2 for Award of CCT (if applicable):
- Royal College of Specialist Assessing training for the award of CCT:
- Anticipated completion date of current programme, if known:
- Grade, Date started, Post Type or Appointment, Full time or % of Full time Training:
- By signing this form, I confirm that the information above is correct and I have informed my Designated Body, and the GMC, informed as soon as possible of any change to my contact details.
- Trainee Signature: (A green arrow points to this field)
- FOR DEANERY/LETB USE ONLY:
 - National Training Number: FOR DEANERY/LETB USE ONLY
 - GMC Programme Approval Number: FOR DEANERY/LETB USE ONLY
 - Deanery Reference Number: FOR DEANERY/LETB USE ONLY
 - Signature of Postgraduate Dean or representative of PGD: [] Date: []

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2. This will summon the digital signature wizard, select “A new digital ID I want to create now” then click “Next”

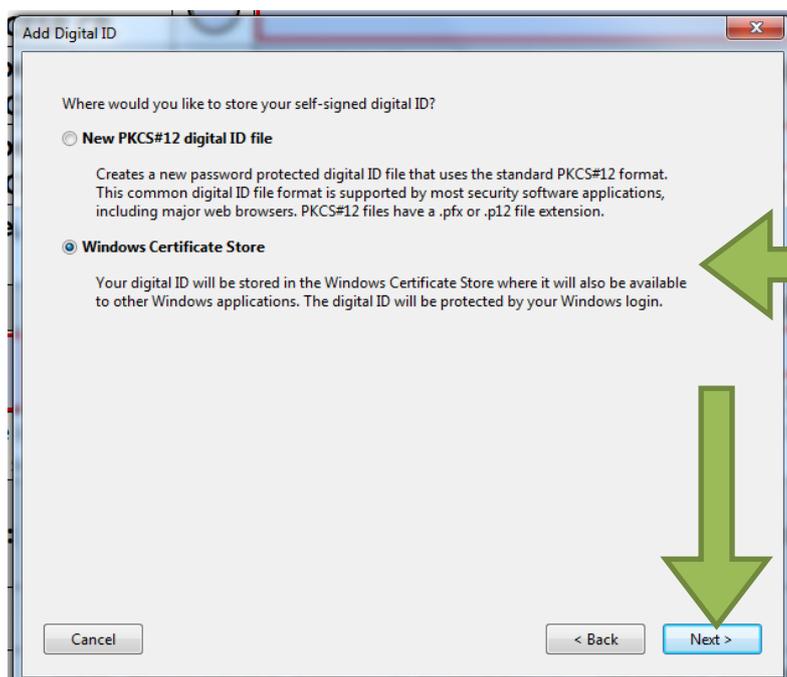
The image shows a dialog box titled 'Add Digital ID' with the following content:

I want to sign this document using:

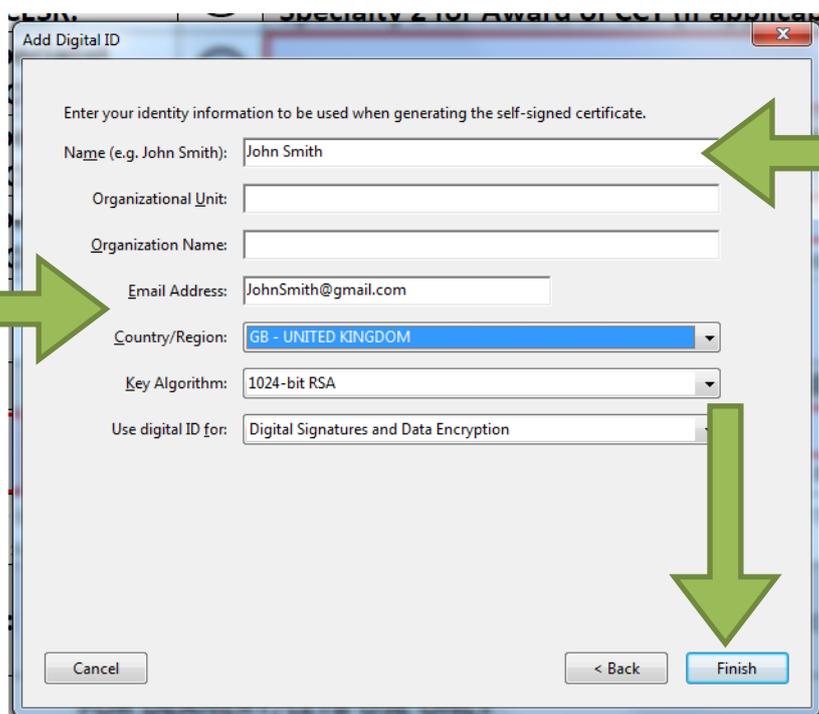
- My existing digital ID from:
 - A file
 - A roaming digital ID accessed via a server
 - A device connected to this computer
- A new digital ID I want to create now (A green arrow points to this option)

At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >' (A green arrow points to this button).

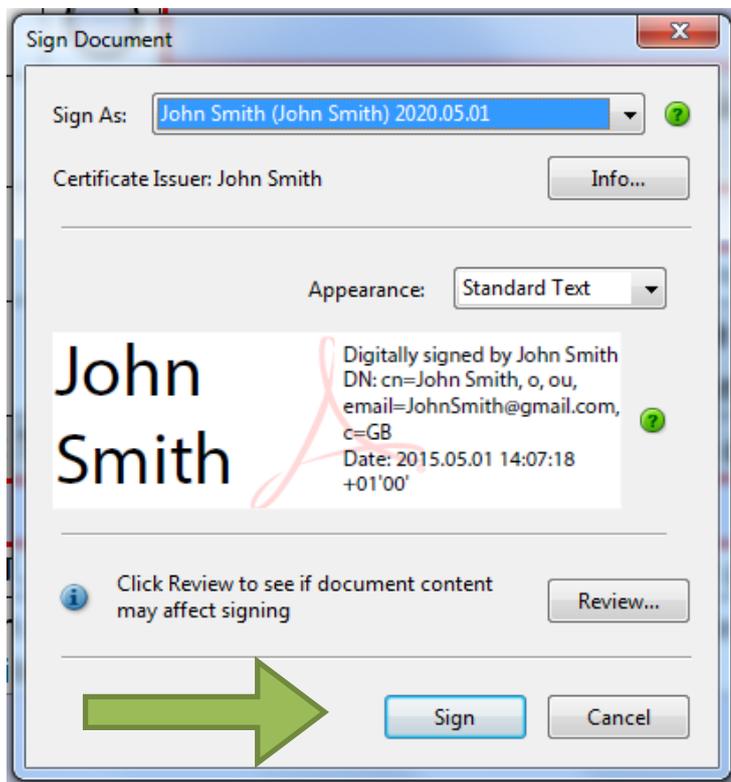
3. Click “Windows Certificate Store” followed by “Next”



4. Enter your full GMC registered name, email address and country, once complete click “Finish”. **Please note, the email address entered here must match the address registered at HEEoE and your Form R must also be submitted to us from this same email address. If these conditions are not met your Form R will be rejected as incomplete**



5. You have now generated a digital signature click “Sign” to save a new signed copy



6. Once saved, your digital signature will be inputted automatically into the form and it may now be submitted by email to the deanery for review

Signed and all signatures are valid. Please fill out the following form. You can save data typed into this form.

| | | | |
|--|---|---|---|
| <input type="radio"/> | I confirm I have been appointed to a programme leading to award of CCT. | <input type="radio"/> | Specialty 1 for Award of CCT (if applicable): |
| <input checked="" type="radio"/> | I confirm that I will be seeking specialist registration by application for a CESR. | <input checked="" type="radio"/> | Acute Care Common Stem - Anaesthetics |
| <input type="radio"/> | I confirm that I will be seeking specialist registration by application for a CESR CP. | <input type="radio"/> | Specialty 2 for Award of CCT (if applicable): |
| <input type="radio"/> | I confirm that I will be seeking specialist registration by application for a CEGPR. | <input type="radio"/> | Anaesthetics |
| <input type="radio"/> | I confirm that I will be seeking specialist registration by application for a CEGPR CP. | <input type="radio"/> | Royal College/Faculty assessing training for the award of CCT: |
| <input type="radio"/> | I confirm that I am a core trainee, not yet eligible for CCT. | <input type="radio"/> | Royal College of Surgeons (if undertaking full prospectively approved programme) |
| | | <input type="radio"/> | Anticipated completion date of current programme, if known: 04/06/2015 |
| Grade: | Date started: | Post Type or Appointment: | Full time or % of Full time Training: |
| CT2 | 13/05/2015 | Run Through (e.g. LAT, Run Through, higher, FTSTA) | 56 (e.g. Full Time, 80%, 60%) |
| By signing this form, I confirm that the information above is correct and I will keep my Designated Body, and the GMC, informed as soon as possible of any change to my contact details. | | | |
| Trainee Signature: | John Smith <small>Digitally signed by John Smith DN: cn=John Smith, o, ou, email=JohnSmith@gmail.com, c=GB Date: 2015.05.01 16:18:57 +01'00'</small> | | Date: 01/05/2015 |
| FOR DEANERY/LETB USE ONLY | | | |
| National Training Number: | GMC Programme Approval Number: | Deanery Reference Number: | |
| FOR DEANERY/LETB USE ONLY | FOR DEANERY/LETB USE ONLY | FOR DEANERY/LETB USE ONLY | |
| Signature of Postgraduate Dean or representative of PGD: | | | Date: |

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