CLOVER PARK TECHNICAL COLLEGE
ELECTRONIC SIGNATURE PROCEDURE

CHAPTER	SECTION	TITLE	HISTORY	
3	35	Electronic Signature Procedure	Adopted 2025	Reviewed 2025
			Revised	Next review

PROCEDURE

Purpose:

The purpose of these procedures is to make sure that Clover Park Technical College (CPTC) follows a consistent, controlled, and scalable process for approving and implementing specific electronic signatures and submissions (solutions) for processes and transaction types.

Steps:

1. When a department intends to use and accept electronic signatures to authenticate electronic transactions, the supervisor shall submit a request to review the form or process to the Vice President for Finance & Administration (VPFA). The request shall include:
   - a description of the process or transaction
   - any exceptions within the process/transaction
   - the person responsible for the confidentiality, integrity, and availability (including retention) of any information collected
   - whether a budget or resources have been approved for a solution

2. The Vice President for Finance & Administration in consultation with the Executive Director of IT shall review electronic signature solution requests and assess whether implementing a solution will:
   - enhance the experience of customers or stakeholders, or
   - provide efficiency benefits, or
   - save costs of doing business (better, faster, cheaper), or
   - maintain strong internal controls
   - complete a risk assessment

3. If an electronic signature request meets approval criteria, the Executive Director of IT shall meet with the VPFA for review and recommendation. If the request does not meet approval criteria, the EDIT shall inform the requester.

4. The Executive Director of IT shall review the initial assessment and, in consultation with the VPFA, perform a business analysis and risk assessment based on the model risk assessment (Appendix B) to determine:
   - whether an electronic signature solution is acceptable
   - what method or approach should be used to validate an electronic signature

5. If the VPFA approves the electronic signature request, the Executive Director of IT Services shall:

   - determine the resources and costs required to implement a solution at the recommended level of security
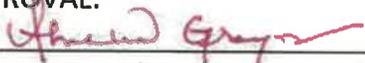
6. If the solution can be implemented using existing resources, its implementation shall be scheduled through the technology request prioritization process.

7. If additional resources are required for implementation, the requester must secure those resources before the solution is prioritized, purchased or procured, or scheduled for implementation.

Resources:
Appendix A: Sample request for an electronic signature
Appendix B: Sample risk analysis for electronic signatures

APPROVAL:

By: _____   Date: 10·13·25

Vice President for Finance & Administration