

22+ Provider Application Manual



**Department of
Education &
Workforce**

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22+ High School Diploma Program

GUIDANCE

- The 22+ High School Diploma Program is a competency-based program.
- Providers are required to provide career counseling to an adult participant that ensures the adult participant is aware of the options available.
- Providers shall develop an individual Credit Recovery Plan with each adult participant based on the credits and assessments the adult participant needs to pass to earn a high school diploma.
- Providers shall develop an attendance policy and document participant attendance through the attendance tab on the finance side of the participant's application.
- Dropout Prevention and Recovery Program community schools and city, local or exempted village school district providers shall award a diploma to an adult participant who passes all required high school credits and assessments.
- For community colleges and joint vocational school districts, the adult participant's school district of residence shall issue a diploma and final transcript within 60 days after the district of residence receives a certificate of completion.

22+ PROGRAM - PROVIDER ELIGIBILITY

The following institutions are eligible to be providers:

- Community school dropout prevention and recovery programs;
- City, local, or exempted village school districts;
- Community Colleges; and
- Ohio Technical Centers.

22+ PROGRAM - PARTICIPANT ELIGIBILITY

Adults must meet the following criteria to participate in the 22+ HSD Program:

- Be at least 22 years of age;
- Have not received a valid high school diploma or equivalent; and
- Be an Ohio resident.

OEDS ROLES

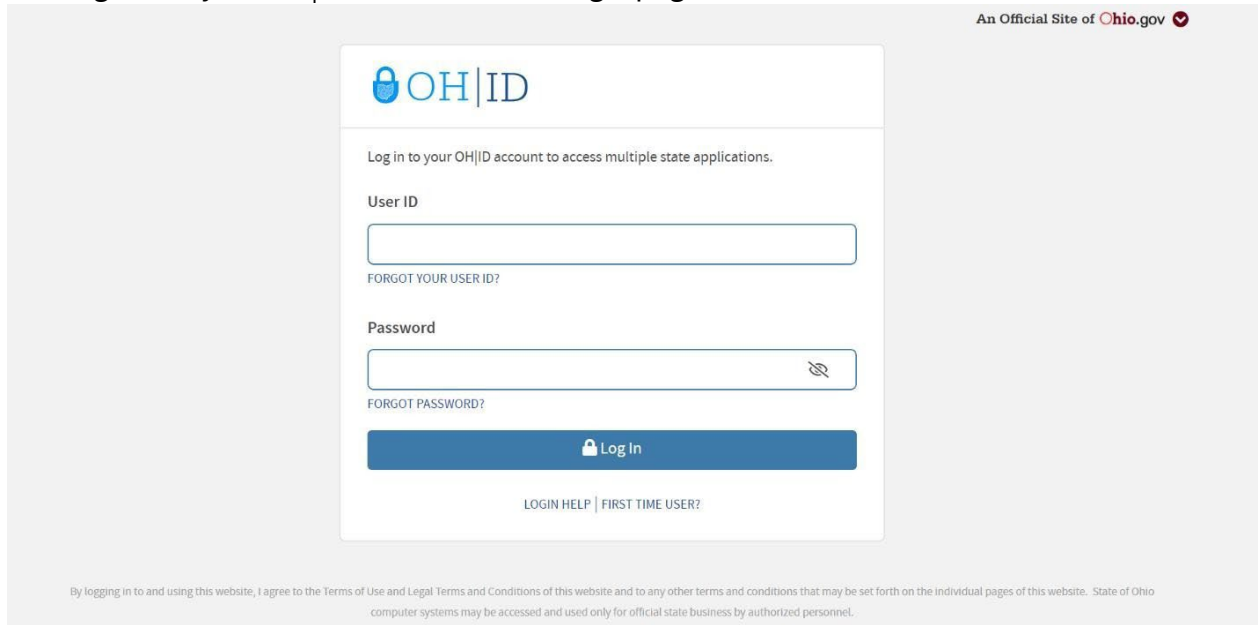
Employees of public schools who are authorized to access the 22+ HSD Program must have the following roles:

- Nominator – Completes the application
- Superintendent or Superintendent Designee – Submits the application

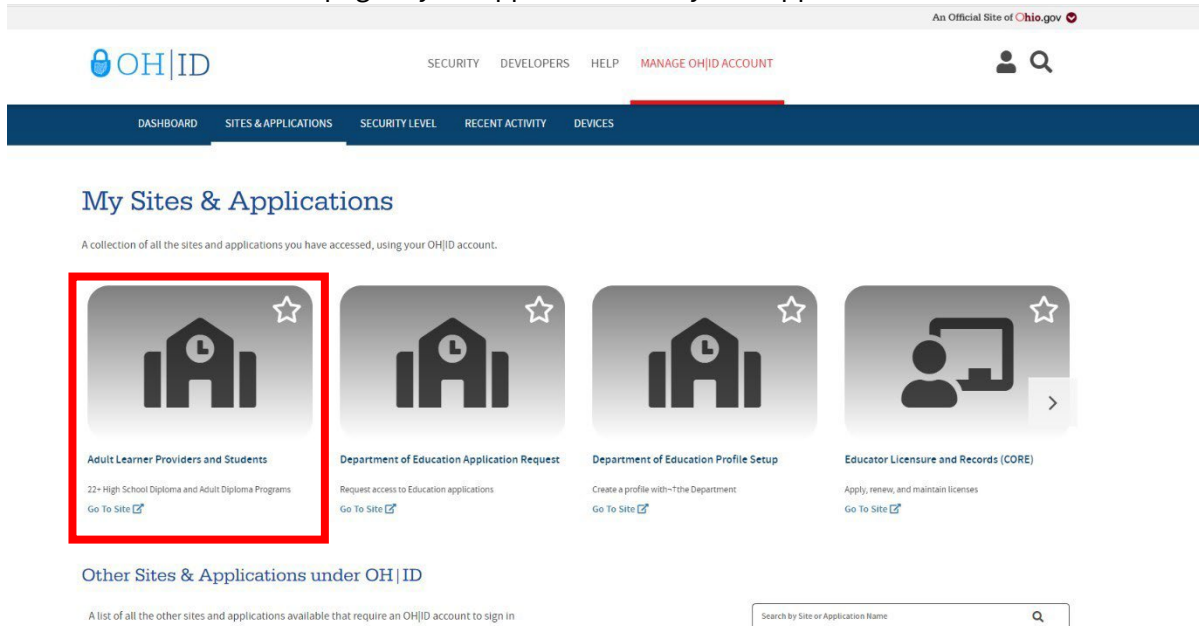
The school's OEDS administrator assigns these roles.

Provider Application

1. Sign-in to your OH|ID Account via the login page.



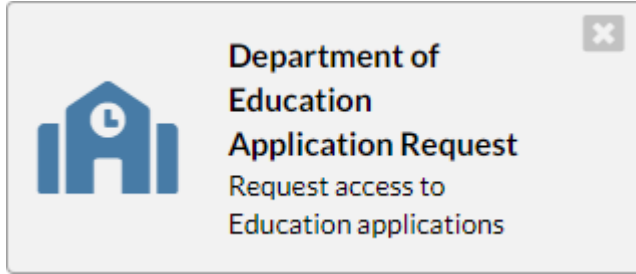
You should be taken to a page of your applications. They now appear as tiles:



If you do NOT have the Adult Learner tile, begin with step 2. Otherwise, proceed to step 3.

2. Request Access to Adult

- a) Your OEDS Administrator must assign you the *HSD Nominator* role.
- b) Click the following tile:



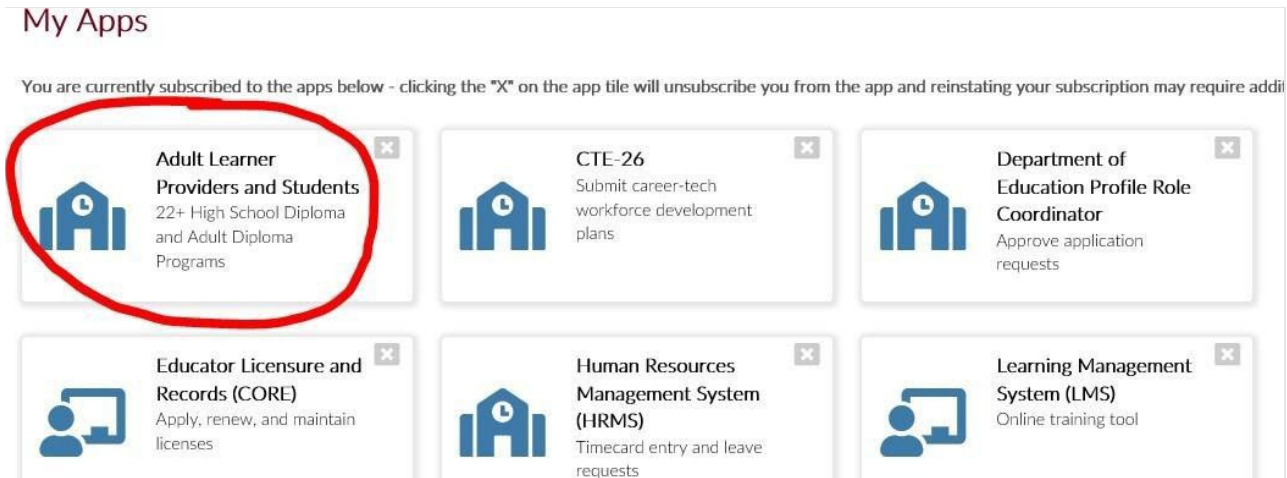
c) Application Request

- 1) Enter information in the four text boxes: Name, Email, Phone and Extension
- 2) Application: select *Adult Learner*
- 3) Membership Requested: Select *HSD Provider Applicant*.
Providers **never** select Adult Learner for the Membership Requested.
- 4) Reason: *Include your school's name, job title, and the reason for requesting access to the Adult Learner Provider Application, such as Adult 22+.*
- 5) Once entered, click *Submit*.

BEGIN HERE (Step 3) if you already have access to the Adult Participant Web System

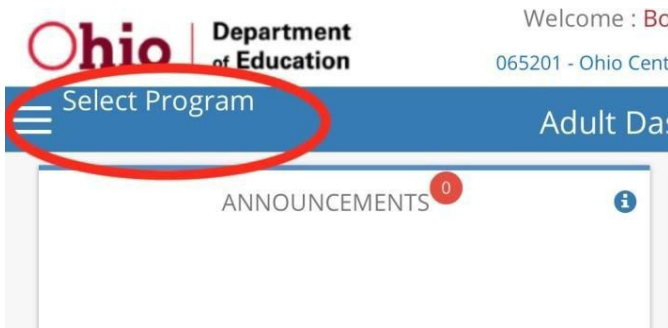
3. Access the Adult Learner Web System

Once access is granted to the Adult 22+ Program Application, eligible organizations may apply by clicking on the Adult Learner web system.



4. To Begin a Provider Application

a) In the top left of the screen, click *Select Program*. If given a choice, select *22+ Adult High School Diploma Program*. The *Provider Search Page* should appear.



b) **NEW Providers:** Select *New Provider Application* under the *Provider* tab.

Ohio | Department of Education

Welcome : sthsdnom007830 scholar

007830 - ACADEMIA VOCATIONAL DEL TURABO

DASHBOARD PROVIDER STUDENT FINANCE COMPLIANCE USER MANUALS AND FORMS CONTACTS

» Search Provider

» **New Provider Application**

» Renew Provider Application

» Task Management

Module: Provider

Program Selected:

22+ Adult High School Diploma Program

Provider Search Page

c) **CURRENT Providers:** Select *Renew Provider Application* under the *Provider* tab.

Ohio | Department of Education

Welcome : KELSEY LEWIS

046326 - Clermont Northeastern Local

DASHBOARD PROVIDER STUDENT FINANCE COMPLIANCE USER MANUALS AND FORMS CONTACTS

» Search Provider

» New Provider Application

» **Renew Provider Application**

» Task Management

Module: Provider

Program Selected:

22+ Adult High School Diploma Program

d) Click to read the terms and conditions of the *22+ Adult Provider Affidavit*. Please review carefully and verify that you are compliant in all areas. Check the box to confirm that you read and agree to the terms and conditions.

DASHBOARD PROVIDER STUDENT FINANCE COMPLIANCE USER MANUALS AND FORMS CONTACTS

Module: Provider

Program Selected:

22+ Adult High School Diploma Program

Renew Provider Application

Click here to read terms and conditions: [22+ Adult High School Provider Affidavit](#)

By checking this box I have read and agree to the terms and conditions outlined in the New Provider Affidavit link.

The Provider Affidavit includes attestations of compliance with program rules. Please review it carefully and verify that you are compliant in all areas before attempting to register as a provider.

- e) New providers select the correct organization and click START APPLICATION, which expands the box. Complete the TaxId box and confirm the Application Period is set to *Adult Participant FY 2025*, then click *Submit*.

New Provider Application


Click here to read terms and conditions: [22+ Adult High School Provider Affidavit](#)


By checking this box I have read and agree to the terms and conditions outlined in the New Provider Affidavit link.

The Provider Affidavit includes attestations of compliance with program rules. Please review it carefully and verify that you are compliant in all areas before attempting to register as a provider.

1. All Service Providers are listed in The Ohio Educational Directory System (OEDS). If your organization is already listed in OEDS and you have the proper associated role you will see your organization in the dropdown list below. Select your organization and click on START APPLICATION. After your data appears, click SUBMIT.
2. If you are a school or past provider and your organization does not appear in the dropdown please check with your OEDS administrator to assure you have the correct role.
3. If your organization is new and is not currently listed in OEDS, begin by selecting Create a New Org/Provider from the drop down list and click on START APPLICATION. Then, fill out the general information on the screen below and press SUBMIT. You will be issued an IRN (Information Retrieval Number - which is used as a unique identifier for your organization) upon application approval.


Start application by: Selecting an Organization you are associated with from the drop down or select "Create a New Org/Provider" then press Start Application.

Associated Orgs: 007830 - ACADEMIA VOCATIONAL DEL TURABO 





Organization Information

Name: ACADEMIA VOCATIONAL DEL TURABO
Irn: 007830
Phone: (787) 746 - 6634
Email: N/A

Application Period: 
Adult Learner FY22

***Missing information could delay application processing.**

TaxId: 
Designate County: Out of State
Fax: N/A
Web URL: N/A



- f) Providers renewing their applications will click START RENEWAL, which expands the box. Confirm the Application Period is set to the appropriate fiscal year. Click *Renew Application*.

Renew Provider Application


Click here to read terms and conditions: [22+ Adult High School Provider Affidavit](#)

By checking this box I have read and agree to the terms and conditions outlined in the New Provider Affidavit link.

The Provider Affidavit includes attestations of compliance with program rules. Please review it carefully and verify that you are compliant in all areas before attempting to register as a provider.


1. All Service Providers are listed in The Ohio Educational Directory System (OEDS). If your organization is already listed in OEDS and you have the proper associated role you will see your organization in the dropdown list below. Select your organization and click on START APPLICATION. After your data appears, click SUBMIT.
2. If you are a school or past provider and your organization does not appear in the dropdown please check with your OEDS administrator to assure you have the correct role.
3. If your organization is new and is not currently listed in OEDS, begin by selecting Create a New Org / Provider from the drop down list and click on START APPLICATION. Then, fill out the general information on the screen below and press SUBMIT. You will be issued an IRN (Information Retrieval Number - which is used as a unique identifier for your organization) upon application approval.


Selected Organization: 046326 - Clermont Northeastern Local

[Start renewal](#) 

Organization Information

Name: Clermont Northeastern Local	TaxId: 316005529
Irn: 046326	Designate County: Clermont
Phone: (513) 625 - 5478	Fax: (513) 625 - 6080
Email: Refresh@Fakemail.com	Web URL: http://www.cneschools.org/

Application Period: Adult Learner FY22 


[Renew Application](#) 

6. General Information Tab

- a) Ensure all information is correct. Only the school’s OEDS Administrator can make changes to the information on this tab.

065201 - Ohio Central School System Period: Adult Diploma FY 2019 Type: Renewal Applications Status: Started

General Personnel Programs/Courses Docs Status / Flags Comments / History


Provider 

- b) Go to the box titled *Provider/Program Status Info* on the bottom right. Confirm the Application Type is accurate. If needed, click the *Edit* icon and choose *First Year Applications* or *RenewalApplications* from the drop-down menu then click the save icon.

Provider/Program Status Info

Servicing: Adult Diploma Program

Current Status: Started

Application Type: Renewal Applications 

Application Period: Adult Diploma FY 2022



7. Personnel Tab

Click on *ADD* or *REMOVE* to modify the staff members who have access to the 22+ HSD Program.

General Personnel Application Participating Buildings Docs Status / Flags Comments / History

Personnel

LEWIS, KELSEY


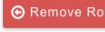
 

Details

Name: KELSEY J LEWIS **Do**

Phone: (513) 625-1211 **SSN (Last 4):** 6394

Email: Refresh@fakemail.com

Available Roles	Assigned Roles
 	HSD Nominator

8. Application Tab

Providers renewing applications are required to provide updated responses for each of the eight questions.

NOTE: This tab may take longer to load. Please be patient.

The screenshot shows the 'Application' tab selected in a navigation menu. On the left, a 'Sections' list includes: Graduation rate, Assessment process for new enrollees (1/1), Support services offering details (1/1), Educational services offering details (1/1), Program offering details for adult learners (2/2), Sustainability (1/1), and Program differences between adult learners and K-12 grade students (1/1). Below this list are buttons for 'In Progress' and 'Export to PDF'. The main area is titled 'Questions' and shows a single question: 'Question : Graduation rate Question Count : 1'. The question text asks for the educational institution's 4, 5, 6, 7, and 8 year graduation rate from the previous year's Local Report Card, with a 2,000 character maximum response per question. A text input field is provided for the answer.

9. Participating Buildings

Include information on each of the buildings which will provide learning opportunities for adult participants through the 22+ High School Diploma Program.

The screenshot shows the 'Participating Buildings' tab selected. It displays a table with the following columns: IRN, PHYSICAL ADDRESS, ACCEPTING, APPROVED, WITHDRAWN, and TERMINATED. One row is visible with the IRN 006635 and the address 5327 Hutchinson Rd Batavia, Ohio 45103-9511. There are input fields for the ACCEPTING, APPROVED, WITHDRAWN, and TERMINATED columns. A 'Save' button is located at the bottom right of the table area.

IRN	PHYSICAL ADDRESS	ACCEPTING	APPROVED	WITHDRAWN	TERMINATED
006635	5327 Hutchinson Rd Batavia, Ohio 45103-9511	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Docs Tab

Upload the required documents listed:

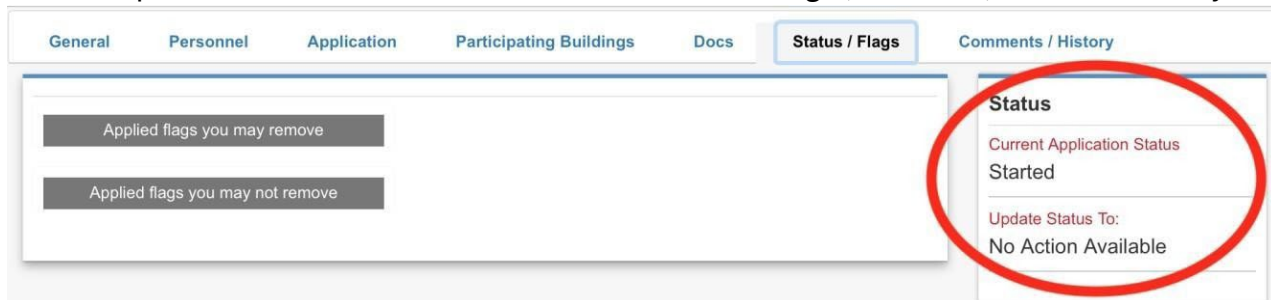
- Local Report Card Graduate Rate (Community Colleges will upload a document stating noreport is available. All other providers upload the most recent report card.)
- Handbook (all providers)
- W-9 Form, if applicable (All Schools)
- Letter on Sponsor's letterhead acknowledging you are applying for the 22+ program, if applicable (Community Schools only)

11. Status/Flags Tab

The FY25 22+ Provider Application is submitted once all eight questions are answered, and all documents are uploaded.

NOTE: Only the school's superintendent or superintendent designee for K-12 schools or HSD Authorizer for colleges can submit the FY25 22+ Provider Application. HSD Nominator's are *not* permitted to submit the application.

The picture below is taken from an HSD Nominator's login; therefore, there is no ability to submit.



The screenshot shows a web interface with several tabs: General, Personnel, Application, Participating Buildings, Docs, Status / Flags, and Comments / History. The 'Status / Flags' tab is selected. On the left, there are two grey buttons: 'Applied flags you may remove' and 'Applied flags you may not remove'. On the right, a 'Status' section is circled in red. It displays 'Current Application Status' as 'Started' and 'Update Status To:' as 'No Action Available'.

12. Participant Content, Electives and Assessment Info

Comments can be made by the HSD Authorizer, HSD Nominator, superintendent, superintendent designee and/or the Ohio Department of Education 22+ HSD Program Administrator. Notices are **not** provided to the authorizer, nominator, superintendent, or designee and/or the department administrator when a comment is made. **The function of the comment box is for historical notes only.** Please email any necessary comments directly to the appropriate person.

13. Annual Renewal of the Provider Application

Approved Providers are required to renew their application annually. Funding for an application period ends June 30 of the fiscal year.

The Department's [Notice of Non-Discrimination](#) applies to all programs and activities.

Contact Information

For questions regarding the 22+ Program:

Ashley Kerr

Education Program Specialist

Office of Career-Technical Education

ashley.kerr@education.ohio.gov

614-387-2199