22+ Provider Application Manual

May 2021
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Adult 22+ High School Diploma Program Guidance

Guidance

• The Adult 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.

Adult 22+ Program- Provider Eligibility
The following institutions are eligible to be providers:
• Community school dropout prevention and recovery program;
• City, local, or exempted village school district;
• Community Colleges; and
• Ohio Technical Centers.

Adult 22+ Program- Participant Eligibility
Adults must meet the following criteria to participate in the Adult 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 Adult 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:

   ![Department of Education Application Request](image)

   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 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

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.*

![New Provider Application](image)

**Provider Search Page**

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

![Renew Provider Application](image)

**Module: Provider**
**Program Selected:**
22+ Adult High School Diploma Program

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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.

![Terms and Conditions](image)

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*Ohio's Options*
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 2022*, then click Submit.
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.

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.
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 *Renewal Applications* from the drop-down menu then click the save icon.

![Provider/Program Status Info]

**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.

![Personnel Tab]

**Personnel**

<table>
<thead>
<tr>
<th>LEWIS, KELSEY</th>
</tr>
</thead>
</table>

**Details**

- **Name:** KELSEY J LEWIS
- **Phone:** (513) 621-7211
- **Email:** Refresh@fakemail.com
- **SSN (Last 4):** 6394

**Available Roles**

**Assigned Roles**

- HSD Nominator
- Do
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.

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.
10. Docs Tab
   Upload the required documents listed:
   - Local Report Card Graduate Rate (Community Colleges will upload a document stating no report is available. All other providers upload the most recent report card.)
   - Handbook (All providers)
   - W-9 Form, if applicable (Community Schools only)
   - Letter on Sponsor’s letterhead acknowledging you are applying for the 22+ program, if applicable (Community Schools only)

11. Status/Flags Tab
   The FY20 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 FY20 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.

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.