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Adult 22+ High School Diploma Program

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.
- The district of residence where the participant currently resides 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:
- HSD 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 OHID 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 the HSD Nominator role.
   b) Click the following tile:

   ![Department of Education Application Request 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 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) On the top left side 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.
c) **CURRENT Providers**: Select **Renew Provider Application under the Provider Tab.**

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.
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 2023, 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.

   ![General Information Tab](image)

   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](image)

7. **Personnel Tab**

   Click on *ADD* or *REMOVE* to modify the staff members who have access to the 22+ HSD Program.
8. **Application Tab**
Providers renewing applications are required to provide updates response 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 (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 FY23 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 FY23 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.
1. The adult participant MUST have a OH|ID account* BEFORE you can begin a Student Application.

   *This means the adult participant must create AND confirm the OH|ID account via email.

2. It is important that ALL participant records have been reviewed prior to completing the participant application.
   a. Prior transcript(s)
   b. Work credit form (This is to be utilized first before assigning elective credits.)
   c. Individualized Education Plan, if applicable
   d. Assessment scores, if applicable

3. Participant applications must be approved by our state office prior to the participant completing coursework. Credits earned prior to an approved application are not eligible for reimbursement.
New Student Application

1.0 Completing the Student Application

Completing the Student Application is the Provider’s responsibility. Providers may enroll participants into the system once the Ohio Department of Education approves the provider to offer the Adult 22+ High School Diploma Program and the participant application window is open. The adult participant MUST create and confirm their SAFE account BEFORE beginning this process.

1.1 Sign in to OHID Portal. (https://safe.ode.state.oh.us/portal/)

1.2 Click the Adult Learner Application tile
1.3 The Dashboard will appear. Click Select Program in the top left.

1.4 In the window that appears on the left, click on 22+ Adult High School Diploma Program.

1.5 Hover over the Student Tab located in the top left of the page. Select New Student Application.
2.0 Student Search for Creating a New Application

2.1 Select the appropriate Application Period. Add new participant information in the three required fields: Student Date of Birth, Student First Name, and Student Last Name.

2.2 Once all required participant data are entered, click Search.

2.3 The message “Your search parameters return ZERO results” should appear. Click the HERE located on the bottom left to create a new application.
3.0 Entering Basic Student Information

3.1 Nine critical data points must be correct: First Name, Middle Name, Last Name, Gender, Date of Birth, Birth Place city, Ethnicity, Language, and Mother’s Maiden Name. The participant information entered on this page must match the participant’s information entered in the participant’s SAFE account!! These items ensure correct participant data are established, maintained, and available for future tracking and transfer.

*Note – make sure the correct Application Period is selected from the dropdown box.

Once Basic Student Information is entered, click Create New Student Application.

3.2 After clicking the Create New Student Application button as shown above, access will be available to the other tabs within the application.
4.0 Application Tab

The Application Tab includes a summary of the data entered in step 3 for the adult participant.

5.0 Past Credits Earned Tab

5.1 To establish the credit recovery plan for the adult participant, the provider is required to enter historic school information on the participant. Click Enter Passed Graduation Details.

Once the participant’s historic school information is entered, click Save. It is important that the data are entered accurately, especially the Year participant entered 9th grade.
5.2 A window appears as a reminder that the data cannot be changed. Click Yes if the entries are accurate.

5.3 This page documents the courses and assessments the participant is required to take and pass to earn a high school diploma.

**Past Credits Earned Tab - Entering course and assessment information**

This section applies to new participant applications.

The HSD Nominator uses the participant's transcript(s) to document the courses and assessment the participant passed in high school by selecting the number of completed credits in the drop-down box to the right of each Content and Elective subject. The drop-down menu includes the maximum number of credits the participant needs to pass to meet graduation requirements the year the participant entered the 9th grade for the first time.

Beginning in July of 2022, students who entered 9th grade for the first time between 1990 and 2013 and were required to take the proficiency or Ohio Graduation Test will instead be required to take the end-of-course assessments. Students do not need to take the end-of-course assessments in place of any Ohio Graduation Tests they have already passed. For example, if a participant passed the Math Ohio Graduation Test, they do not need to take a math end-of-course assessment.

**Participants with Disabilities**

The HSD Nominator may check any end-of-course assessment as **passed** if the adult participant has an Individualized Education Plan that states they are exempt from the consequences of not passing one or more end-of-course assessments.

**Science End-of-Course Assessment**

The HSD Nominator may mark the Science end-of-course assessment as passed if the adult participant initially entered the 9th grade prior to 1997. Adult participants entering the 9th grade in 1997 and beyond are required to pass the Science end-of-course assessment.

**Work/Life Credit**

The HSD Nominator enters the number of Work/Life Credits under CTE elective credits on the Past Credits Earned Tab. Supporting documentation must be uploaded. Every 120 hours of work documented equals one (1) CTE credit up to the number of electives required.
Enter only data that can be verified.

The following screen will appear under the *Past Credits Earned* tab.

Clicking *Save Passed Credits/Assessment* allows the HSD Nominator to double check and edit the information.
Clicking **Finalize Passed Credits/Assessment** locks the information on the page. Once the HSD Nominator has confirmed they have correctly uploaded all credits and assessments, click yes.

**Providers can make corrections to the participants application until The Department has placed the application into the “Under Review” status.**
6.0 Credit Recovery Plan Tab

6.1 When the HSD Nominator finalizes the Past Credits Earned, the system creates the Credit Recovery Plan based on the content, elective courses and assessments the adult participant is required to pass to earn a high school diploma.

If the Ohio Graduation Test is being used for assessments, the HSD Nominator will be directed to the following screen.

If end of course assessments are being used for assessments, the HSD Nominator will be directed to the following screen.
6.2 The HSD Nominator meets with the adult participant to determine which courses the adult participant complete this year. In this example, the adult participant chooses to take 1.50 content and elective credits and two assessments this year. If the participant plans to successfully complete all requirements this year, the HSD Nominator will check the box I plan on graduating this year.

Clicking Save allows the HSD Nominator to double check and edit the information. You will see a pop-up window stating, “Please wait” but there is no pop-up window to state that the information was saved. The amount of funding for the adult participant is located at the bottom right of the window.

After verifying the information on the Credit Recovery Plan is accurate, click Finalize Plan. If the information is accurate, click Yes. If corrections need made, click No.

6.3 Providers can make corrections to the participants application until The Department has placed the application into the “Under Review” status.
7.0 Assessment Tab

The Assessment Tab reflects the assessments required. In this example, the participant passed the reading and writing portions of the Ohio Graduation Tests prior to enrolling in the 22+ HSD Program. This is denoted under the Status as Approved. The status for Mathematics, Social Studies, and Science saysCorrection Needed since these assessments have not yet been passed.

Assessment information can be entered by clicking on the edit icon located to the far right of the row.

7.1 Entering Assessment Data

This step would be completed after the participant application has been reviewed (Awarded) by the Ohio Department of Education and is Accepted by the HSD Nominator. Assessment information can be entered for the following data requirements: Subject, Grade level, Test date, Assessment type, and Test score.

The drop-down menu shown below identifies the current options available to replace the Ohio Graduation Test. In this example, the participant earned a remediation free score on the ACT.

Enter the test date and the passing score. Click the Save icon.

Click the Submit button.
An assessment document is required to **Submit**.

Once the document has been uploaded, the HSD Nominator clicks **Submit**. A confirmation message will appear, click **Yes** to submit.

The status for the assessment will change to **Approved**.
7.2 Assessment Waiver Request

Participants who have an IEP exemption may not be required to complete assessments. To request a waiver, complete the following steps.

Click Request Waiver button.

A confirmation message will appear. Click Yes.

To request a waiver, an IEP document is required. Upload the participant’s IEP document under the Documents tab.

Once the IEP document is uploaded, the status will change to Waiver Requested.

Once the waiver request has been reviewed and approved, the status will change to Approved.
8.0 Documents Tab

Two documents are REQUIRED to submit the adult participant’s 22+ application: Proof of Address and Age Verification. Proof of Address should show the individual's name, address, and date, such as a utility bill. This document needs to be dated no more than six months. Junk mail is not a valid proof of address. Age may be verified by uploading a copy of the participant’s driver’s license, state ID, etc.

8.1 To upload the Proof of Address, click *Proof of Address* in the yellow box. A screen will appear like the one below. Use the *Choose File* button to locate the document to upload. Once the document is selected, click the *Upload* button.

Once the file is uploaded, a pop-up window will appear.

8.2 Once the file is uploaded, refresh the page by hitting the *Refresh* buttons next to each document. The uploaded document should appear.
9.0 Assurances Tab

All roles should see the assurance tab. Nominator should have access to agree to the Assurances. As per the requirement, the superintendent, superintendent’s designee, or HSD Authorizer can accept the assurance tab.

Until the nominator agrees to the assurances, all other users (admin.) will see the “Assurance pending” status.

User will see the below validation message if they haven’t agreed to the assurances before submitting the student application.

These assurances apply to the New and Renewal applications.
10.0 Status/Flags Tab

10.1 To submit a participant application, click on *Submitted*. To withdraw a participant, click on *Withdrawn*.

10.2 Once the participant application is submitted, the status will change to *Submitted*.

11.0 Comments/History Tab

Use the Comments section to make historical notes regarding the adult participant application that may be needed later for clarification. The History section is an automatic record of actions taken and includes the date, time, person’s name, and application’s status change.
12.0 Student Application Review Process

After the provider submits the participant application, the Program Administrator reviews the application and clicks one of the following:

- **Review Completed** if there are no errors;
- **Correction Needed** if the application needs corrections; or
- **Not Eligible** if the participant is not eligible to enroll in the program; or
- **Waitlisted** if the remaining provider bucket funds are not sufficient to cover the number of participant credits left to complete.

If the Program Administrator clicks **Review Completed** the Application changes to **Eligible**, then **Awarded**. The HSD Nominator has two options:

1. **Accepts** the application on the Status/Flags Tab
   or
2. **Declines** the application, which results in no funding.

13.0 Searching Existing Student Applications

To search for an existing participant application, select **Search Student Application** from the Student Menu.
14.0 Advanced Student Search Page

Click *search* in the bottom left to obtain a list of all participants for the Application Period selected. To view a participant's application, click on the *Details* button located to the far right of the existing participant application. *Note – select the correct Application Period in the dropdown box.*

The existing Student Information page provides the general information initially entered for the participant. To edit the participant's information, click on the Edit Icon (pencil tool) located at the top of each section. Other participant application pages can be accessed by clicking on the desired tab located along the top of the page. If you have questions or need to edit the information on these pages, please follow the steps and guidance provided for the page provided above.
Renewal Student Application

1.0 Completing the Student Application

Completing the Student Application is the Provider’s responsibility. Providers may enroll participants into the system once the Ohio Department of Education approves the provider to offer the 22+ High School Diploma Program and the participant application window is open. The adult participant MUST create and confirm their SAFE account BEFORE beginning this process.

1.1 Sign in to OH|ID Portal. ([https://safe.ode.state.oh.us/portal/](https://safe.ode.state.oh.us/portal/))

1.2 Click the Adult Learner Application tile
1.3 The Dashboard will appear. Click Select Program in the top left.

1.4 In the window that appears on the left, click on 22+ High School Diploma Program.

1.5 Hover over the Student Tab located in the top left of the page. Select Renew Student Application.
2.0 Student Search for Creating a Renewal Application

2.1 A list of selected participants will appear. Click on “Click here to complete renewal applications.”

2.2 Auto Approval: A dialogue box will appear, click OK.

2.3 Under the Status/Flags Tab, providers can view the status of the application. The application will be moved to *Awarded* status if the provider has sufficient bucket funds.

2.4 The application will be moved to *Waitlisted* status if the provider has insufficient bucket funds.
3.0 Credit Recovery Plan

3.1 The system automatically creates an individualized Credit Recovery Plan for renewal participants based on the content and elective courses and assessments the participant is required to pass in order to meet the minimum graduation requirements.

3.2 The HSD Nominator meets with the participant to review the participant’s goals and identify the courses, electives, and assessments the participant must complete to graduate. In the example below, the participant plans to complete 0.5 content credits, 1.0 elective credits, and two assessments. The plan is in Started Status.

Clicking Save allows the HSD Nominator to double check and edit the information. You will see a pop-up window stating, “Please wait” but there is no pop-up window to state that the information was saved. The amount of funding for the adult participant is located at the bottom right of the window.

After verifying the information on the Credit Recovery Plan is accurate, click Finalize Plan. If the information is accurate, click OK. If corrections are needed, click Cancel.
3.3 Once the Credit Recovery Plan has been finalized, the date cannot be changed or updated. Therefore, it is imperative to double check the accuracy of the data before clicking Yes.

3.4 Click Yes to finalize the Credit Recovery Plan.
4.0 Assessment Tab

The system automatically populates assessment information for the participant based on the information entered on the Past Credits Earned tab. In this example, the participant passed the reading and writing portions of the Ohio Graduation Tests. This is denoted under the Status as Approved. The status for Mathematics, Social Studies, and Science says Correction Needed since these assessments have not yet been passed.

Assessment information can be entered by clicking on the edit icon located to the far right of the row.

<table>
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<tr>
<th>Subject</th>
<th>Grade Level</th>
<th>Test Date</th>
<th>Assessment Type</th>
<th>Test Score</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
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<td>6/27/2022</td>
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<tr>
<td>Writing</td>
<td>5th Grade</td>
<td>6/27/2022</td>
<td>MANUALLY ENTERED</td>
<td>85</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>5th Grade</td>
<td>6/27/2022</td>
<td>MANUALLY ENTERED</td>
<td>75</td>
<td>Correction Needed</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>5th Grade</td>
<td>6/27/2022</td>
<td>MANUALLY ENTERED</td>
<td>78</td>
<td>Correction Needed</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>5th Grade</td>
<td>6/27/2022</td>
<td>MANUALLY ENTERED</td>
<td>77</td>
<td>Correction Needed</td>
<td></td>
</tr>
</tbody>
</table>

4.1 Entering Assessment Data

This step would be completed after the participant application has been reviewed (Awarded) by the Ohio Department of Education and is Accepted by the HSD Nominator. Assessment information can be entered for the following data requirements: Subject, Grade level, Test date, Assessment type, and Test score.

The drop-down menu shown below identifies the current options available to replace the Ohio Graduation Test. In this example, the participant earned a remediation free score on the ACT.

Enter the test date and the passing score. Click the Save icon.

Click the Submit button.
An assessment document is required to Submit.

Once the document has been uploaded, the HSD Nominator clicks Submit. A confirmation message will appear, click Yes to submit.

The status for the assessment will change to Approved.
4.2 Assessment Waiver Request

Participants who have an IEP exemption may not be required to complete assessments. To request a waiver, complete the following steps.

Click Request Waiver button.

A confirmation message will appear. Click Yes.

To request a waiver, an IEP document is required. Upload the participant’s IEP document under the Documents tab.

Once the IEP document is uploaded, the status will change to Waiver Requested.

Once the waiver request has been reviewed and approved, the status will change to Approved.
5.0 Documents Tab

Two documents are REQUIRED to submit the adult participant’s 22+ application: Proof of Address and Age Verification. Proof of Address should show the individual’s name, address, and date, such as a utility bill. This document needs to be dated no more than six months. Junk mail is not a valid proof of address. Age may be verified by uploading a copy of the participant’s driver’s license, state ID, etc.

5.1 To upload the Proof of Address, click Proof of Address in the yellow box. A screen will appear like the one below. Use the Choose File button to locate the document to upload. Once the document is selected, click the Upload button.

![Proof of Address upload screen](image)

Alternatively, documents may be imported from previous applications by selecting Import Documents from Other Programs.

![Import Documents from Other Programs](image)

5.2 Once the file is uploaded, refresh the page by hitting the Refresh button on the bottom right side of the page. The uploaded document(s) should appear.
6.0 Assurances Tab

All roles should see the assurance tab. Nominator should have access to agree to the Assurances. As per the requirement, the superintendent, superintendent’s designee, or HSD Authorizer can accept the assurance tab.

Until the nominator agrees to the assurances, all other users (admin.) will see the “Assurance pending” status.

User will see the below validation message if they haven’t agreed to the assurances before submitting the student application.

These assurances apply to the New and Renewal applications.
7.0 Status/Flags Tab

7.1 To submit a participant application, click on *Submitted*. To withdraw a participant, click on *Withdrawn*.

7.2 Once the participant application is submitted, the status will change to *Submitted*.

8.0 Comments/History Tab

Use the Comments section to make historical notes regarding the adult participant application that may be needed later for clarification. The History section is an automatic record of actions taken and includes the date, time, person’s name, and application’s status change.
9.0 Student Application Review Process

After the provider submits the participant application, the Program Administrator reviews the application and clicks one of the following:

- **Review Completed** if there are no errors;
- **Correction Needed** if the application needs corrections; or
- **Not Eligible** if the participant is not eligible to enroll in the program; or
- **Waitlisted** if the remaining provider bucket funds are not sufficient to cover the number of participant credits left to complete.

If the Program Administrator clicks *Review Completed* the Application changes to *Eligible*, then *Awarded*. The HSD Nominator has two options:

1. **Accepts** the application on the Status/Flags Tab
   or
2. **Declines** the application, which results in no funding.

10.0 Searching Existing Student Applications

To search for an existing participant application, select *Search Student Application* from the Student Menu.
11.0 Advanced Student Search Page

Click search in the bottom left to obtain a list of all participants for the Application Period selected. To view a participant’s application, click on the Details button located to the far right of the existing participant application. *Note – select the correct Application Period in the dropdown box.

The existing Student Information page provides the general information initially entered for the participant. To edit the participant’s information, click on the Edit Icon (pencil tool) located at the top of each section. Other participant application pages can be accessed by clicking on the desired tab located along the top of the page. If you have questions or need to edit the information on these pages, please follow the steps and guidance provided for the page provided above.
Invoicing

This guide provides instructions on the payment process for the Adult 22+ High School Diploma Program.

**Payment for Adult 22+ High School Diploma Program**

$5,000 maximum per participant per year

- $790 for each credit passed
- $400 per content assessment
  - $400 upon attainment of a minimum accumulating score of 18 points on end-of-course assessments
  - $400 upon attainment of a minimum of 4 points on English language arts end-of-course assessments or a minimum score of 400 points on the reading Ohio Graduation Test and 400 points on the writing Ohio Graduation Test
  - $400 upon attainment of a minimum of 4 points on mathematics end-of-course assessments or a minimum score of 400 points on the mathematics Ohio Graduation Test
  - $400 upon attainment of a minimum accumulating score of 6 points on science and social studies end-of-course assessments or a minimum score of 400 points on each of the science or social studies Ohio Graduation Test

- Students who entered 9th grade in 2014 and beyond must participate in end-of-course assessments as opposed to the Ohio Graduation Test
- The $800 for successfully passing remaining credits and/or assessments and earning a high school diploma will no longer be included for FY2022 and beyond.

Bucket details are available on Status/Flags tab at any status of provider application. After viewing payment options and bucket funding details, submit invoice.

A participant’s application must be **Accepted** to create an invoice. Once the application is **Awarded**, the HSD Nominator **Accepts** the application on the participant’s behalf. Please confirm that the participant still wants to engage in the program. To accept, open the participant’s application. Click the **Status/Flags tab** and click **Accepted**.
Student Email
For a participant to accept invoices, there must be an email address listed on the Student Tab that the participant can access.

Submitting Invoices for Payment

1. Sign in to OH|ID portal. (https://safe.ode.state.oh.us/portal/)

2. Click the Adult Learner Application tile.
3. The Dashboard will appear. Click Select Program in the top left.

![Dashboard](image)

4. In the window that appears on the left, click on 22+ High School Diploma Program.

![Select Program](image)

5. Hover over the Student Tab located in the top left of the page. Select Search Student Application.

![Student Tab](image)
6. There are multiple ways to locate a participant’s application to create an invoice. Make sure Application Period is accurate.

   a. On the Student Search Page, type the participant’s first and last name. Click Search.
   b. On the Student Search Page, enter the Application ID or Student ID. Click Search.
   c. On the Student Search Page, click Search to obtain a complete participant list.

   NOTE: The list can be filtered by using the Application Status section located to the right.

7. Open a participant application by clicking the Details button located to the far right.

8. Click on View Finance Details.
9. The system directs you to the Attendance Tab. Enter the participant’s attendance hours for each month. Click the Save icon.

To edit hours, click the pencil icon, correct the hours, and click Save.

NOTE: If needed, you can add comments by clicking on the Add Comment button in the lower right.

10. Click on the Finance Docs Tab. Click Course Transcript on the far left.
The following window will appear. Click *Browse* to locate your document. Click *Open*. (This may be different depending on the browser you are using.)

Once the file location populates, click *Upload.*

After uploading the document, click *Refresh* in the bottom right.
11. Click the *Invoice Tab* to add a new invoice when a participant has passed one or more courses. Click *Add New Invoice*.

12. The Invoice Window will open. Click *Add Course*.
13. Another window will open. Enter the information for the following items: Course type, Course Name, Start Date, End Date, and Credits.

14. Once these items are completed, click Save Course. NOTE: the system automatically fills in the Amount.

15. Continue Adding courses (steps 11-14) until all completed courses/assessments, which have not been invoiced for, are included. In this example, the invoice includes 1.5 content and 2.0 elective credits for a total of $1,785.74.

NOTE: The Other Social Studies is only for $0.04 because this invoice combined with previous invoices has maxed the participant’s eligibility for the year. (Max per year is $5,000).
16. To Submit the invoice, you may need to scroll to the bottom of the invoice window.

![Invoice window with 'Submit' button highlighted]

**NOTE:** A course transcript is required to submit an invoice. Each invoice requires a transcript. If a transcript has not been already uploaded, you will receive the error message shown below. Click *OK*. Make sure to save the invoice before closing it to upload the transcript.

![Error message window for transcript requirement]

17. Clicking *Submit* changes the Invoice Status to Submitted.

![Invoice status changed to 'Submitted']

18. Participants receive an email informing them that an invoice was submitted for their approval. Please explain to participants that they are NOT receiving a bill; the action of accepting the invoice allows the Department of Education to pay for the coursework the participant completed.
Reviewing Existing Invoices
There are three ways to access an existing invoice:

1. Search Student Application
   Hover over Student Menu at the top. Select Search Student Application.

2. Finance Search
   Hover over the Finance Menu at the top. Select Finance Search.

3. Invoice Search
   Hover over the Finance Menu at the top. Select Invoice Search.

After selecting one of the three methods listed above, enter the participant’s APP ID or first and last name. Be sure the correct Application Period is selected in the dropdown box.
Select the participant by clicking on the Details icon on the far right.

Click on View Finance Details.

Under the Invoice Tab, any invoice that has been processed for the participant can be viewed.
Student Accept an Invoice

1. Access the OH|ID account [https://safe.ode.state.oh.us/portal](https://safe.ode.state.oh.us/portal)

2. Select Adult Learner Application tile.
3. The Adult Student Dashboard appears.

4. Locate the Task List. There will be one or more invoices waiting for your (the adult participant) approval. Click *Proceed*.

5. A window will open.

6.
NOTE: If you Reject the invoice, the provider is not paid for your completed work and you will not receive your High School Diploma.

7. The Current Invoice Status changes to Invoice Accepted.

8. Click Close at the bottom. (You may have to scroll down further.)

9. Lastly, sign out of your OH|ID account. This is located at the top right of the screen.
Contact Information
For questions regarding the 22+ Program, please contact:

**Ashley Kerr**
*Education Program Specialist*
*Office of Career-Technical Education*
614-387-2199
[ashley.kerr@education.ohio.gov](mailto:ashley.kerr@education.ohio.gov)

**Sandra E. Phipps**
*Program Administrator II*
*Office of Career-Technical Education*
614-466-1577
[sandra.phipps@education.ohio.gov](mailto:sandra.phipps@education.ohio.gov)

**Dean Scheiderer**
*Education Program Specialist*
*Office of Career-Technical Education*
614-387-2254
[dean.scheiderer@education.ohio.gov](mailto:dean.scheiderer@education.ohio.gov)
## Application Template

### 22+ APPLICANT INFORMATION - To be Completed by Applicant

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Middle:</th>
<th>Last:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>Phone:</td>
<td>Phone Type:</td>
</tr>
<tr>
<td>Physical Street Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
<td>ZIP Code:</td>
</tr>
<tr>
<td>Mailing Address (if different than above):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
<td>ZIP Code:</td>
</tr>
<tr>
<td>School District of Residence:</td>
<td>County:</td>
<td>Date Residency Began:</td>
</tr>
<tr>
<td>Birth Place City:</td>
<td>Birth Place State:</td>
<td>Mother’s Maiden Last Name:</td>
</tr>
<tr>
<td>Email:</td>
<td>Gender:</td>
<td>SSID:</td>
</tr>
<tr>
<td>Native Language:</td>
<td>Ethnicity:</td>
<td>Last 4 Digits of SSN#:</td>
</tr>
<tr>
<td>U.S. Citizen:</td>
<td>Yes □ No □</td>
<td>U.S. Veteran: Yes □ No □</td>
</tr>
</tbody>
</table>

### Applicant Educational Background - To be Completed by Applicant

| Year Student Entered 9th Grade: | Highest Grade Completed: |
| Last Academic Year Completed: | Name of Last School Attended: |

### STUDENT SUCCESS PLAN - To be completed by Provider

| Secondary Provider Name: | Initial Counseling/Associated Services Completed (check all that apply): |
| Secondary Provider IRN: | □ OhioMeansJobs Registration |
| Pre-Assessment Name: | □ Digital Literacy Training |
| Check one: | □ Career Inventory |
| ≥ 9th Grade □ | □ Create Resume |
| ≤ 9th Grade □ | □ Job Outlook Data/In-Demand Jobs |
| Credential/Certificate Program Name: | □ Benefits Access |
| | □ Postsecondary Opportunities |
| | □ Other Support Services |
| | □ Identify Disability (If applicable) |
| | □ Other |
Work Credit Form

Provider name: ________________________ Student ID Number: ___________

Work/Life Experience Credit: Per rule 3301-45-07 Competency-based instructional programs and credit for prior learning, section C:

(C) Providers must consider prior learning experiences of the adult learner and award appropriate credit using educational options prior to enrolling the student in the program.

Hours Worked – Credits Granted:
120 contact hours = 1 Career Technical Education (CTE) Credit
Maximum number of credits can be earned:
(credits are based on Graduation Requirements when the applicant entered the 9th Grade)

Please detail educational options related to CTE:

i.e.: Educational options can include the following:
- Work Experience and/or
- Life Experience

Student Signature ______________________ Date ____________

HSD Provider Signature ______________________ Date ____________
# Credit Review Form 1963 - 1989

<table>
<thead>
<tr>
<th>Name</th>
<th>App ID</th>
<th>Provider</th>
<th>Year Enter 9th grade</th>
<th>Credits Required (18)</th>
<th>Credits Earned</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof Address</td>
<td>ID</td>
<td>Transcript</td>
<td>IEP</td>
<td>Proof CTE credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ENGLISH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MATH</strong></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SOCIAL STUDIES</strong></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Am History (1)</td>
<td></td>
<td>Am Govt (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SCIENCE</strong></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PE/HEALTH</strong></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE (1/2)</td>
<td></td>
<td>Health (1/2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ELECTIVES</strong></td>
<td></td>
<td></td>
<td></td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Must complete 3 units in another subject besides ELA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELA</td>
<td>Math</td>
<td>SS</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Lang</td>
<td>Visual/Performing Arts</td>
<td>Business</td>
<td>Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Tech</td>
<td>Industrial Arts</td>
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## Credit Review Form 1990 - 2001

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<th>Credits Required (18)</th>
<th>Credits Earned</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof Address</td>
<td>ID</td>
<td>Transcript</td>
<td>IEP</td>
<td>Proof CTE credit</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGLISH</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIAL STUDIES</td>
<td>Am History (1)</td>
<td>Am Govt (1)</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCIENCE</td>
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<td></td>
<td></td>
<td>1</td>
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<td></td>
</tr>
<tr>
<td>PE/HEALTH</td>
<td>PE (1/2)</td>
<td>Health (1/2)</td>
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<td></td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>ELA</td>
<td>Math</td>
<td>SS</td>
<td>S</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>(Must complete 3 units in another subject besides ELA)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Foreign Lang</td>
<td>Visual/Performing Arts</td>
<td>Business</td>
<td>Technology</td>
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<td></td>
<td>Career Tech</td>
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Credit Review Form 2002 – 2003

<table>
<thead>
<tr>
<th>Name</th>
<th>App ID</th>
<th>Provider</th>
<th>Year Enter 9th grade</th>
<th>Credits Required (20)</th>
<th>Credits Earned</th>
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<td>Transcript</td>
<td>IEP _________</td>
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**ENGLISH**

<table>
<thead>
<tr>
<th>Credits Earned</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
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**MATH**

<table>
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<tr>
<th>Credits Earned</th>
<th>Credits Needed</th>
</tr>
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<tbody>
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<td>3</td>
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</tr>
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</table>

**SOCIAL STUDIES**

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
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</tr>
</tbody>
</table>

**SCIENCE**

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**PE/HEALTH**

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**ELECTIVES**

(Must include 1 credit of business/tech, fine arts and/or foreign language)

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
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</tr>
</tbody>
</table>

- Bus/Tech
- Fine Arts
- Foreign Lang
- ELA
- Math
- SS
- Science
- Career Tech
- Industrial Arts

**ASSESSMENTS**

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Reading
- Math
- Writing
- Science **
- Social Studies

*NOTE: Physical Science includes: Physical Science, Chemistry, Physics, Earth Space Science, Geology **NOTE: Science required for those who entered 9th grade for first time in 1997 and beyond*
# Credit Review Form 2004 – 2009

<table>
<thead>
<tr>
<th>Name</th>
<th>App ID</th>
<th>Provider</th>
<th>Year Enter 9th grade</th>
<th>Credits Required (20)</th>
<th>Credits Earned</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof Address</td>
<td>ID</td>
<td>Transcript</td>
<td>IEP</td>
<td>Proof CTE credit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| ENGLISH | | | | 4 |
| MATH | | | | 3 |
| SOCIAL STUDIES | Am History (1/2) | Am Govt (1/2) | | 3 |
| SCIENCE | Biology | Physical Science * | | 3 |
| PE/HEALTH | PE (1/2) | Health (1/2) | | 1 |

| ELECTIVES | | | | 6 |
| (Must include 1 credit of business/tech, fine arts and/or foreign language) | | | |
| Bus/Tech | Fine Arts | Foreign Lang | |
| ELA | Math | SS | |
| Science | Career Tech | Industrial Arts | |

| ASSESSMENTS | | | | |
| Reading | Math | Writing | Science ** | Social Studies |
## Credit Review Form 2010 – 2013

<table>
<thead>
<tr>
<th>Name</th>
<th>App ID</th>
<th>Provider</th>
<th>Year Enter 9th grade</th>
<th>Credits Required (20)</th>
<th>Credits Earned</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof Address</td>
<td>ID</td>
<td>Transcript</td>
<td>IEP</td>
<td>Proof CTE credit</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH (incl. Alg 2 or equiv.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIAL STUDIES</td>
<td>Am History (1/2)</td>
<td>Am Govt (1/2)</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SCIENCE</td>
<td>Physical Science *</td>
<td>Life Science **</td>
<td>Adv Study</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PE/HEALTH</td>
<td>PE (1/2)</td>
<td>Health (1/2)</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CHECK OFF ONLY:</td>
<td>Fine Arts (2 semesters)</td>
<td>Economics and Financial Literacy</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| ELECTIVES | Foreign Lang | Fine Arts | Business | Career tech | 5 |
|-----------|--------------|-----------|----------|-------------|
| FCS | Technology | Ag Ed | JROTC | |

<table>
<thead>
<tr>
<th>ASSESSMENTS</th>
<th>Reading</th>
<th>Math</th>
<th>Writing</th>
<th>Science ***</th>
<th>Social Studies</th>
</tr>
</thead>
</table>

*NOTE: Physical Science includes: Physical Science, Chemistry, Physics, Earth Space Science, Geology **NOTE: Life Science includes: Biology, Anatomy & Physiology
***NOTE: Science required for those who entered 9th grade for first time in 1997 and beyond
## Credit Review Form 2014 – Present

<table>
<thead>
<tr>
<th>Name ____________________________________________</th>
<th>App ID</th>
<th>Provider</th>
<th>Year Enter 9th grade</th>
<th>Credits Required (20)</th>
<th>Credits Earned</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof Address _____</td>
<td>ID_______</td>
<td>Transcript ______</td>
<td>IEP _______</td>
<td>Proof CTE credit ______</td>
<td></td>
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</tr>
</tbody>
</table>

### ENGLISH

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

### MATH

(incl. Alg 2 or equiv.)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

### SOCIAL STUDIES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

### SCIENCE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

### PE/HEALTH

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

### ELECTIVES

(Must include 1 credit of business/tech, fine arts and/or foreign language)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

### CHECK OFF ONLY:

End of Course Exams

<table>
<thead>
<tr>
<th>SAT/SAT</th>
<th></th>
</tr>
</thead>
</table>

*NOTE: Physical Science includes: Physical Science, Chemistry, Physics, Earth Space Science, Geology**

**NOTE: Life Science includes: Biology, Anatomy & Physiology