22+ Program Student Manual

January 2024

Ohio Department of Education & Workforce

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22+ Program

Program Overview

The 22+ Program provide job training and a new pathway for adults, ages 18 and older for the pilot or 22 and older for the standard, to earn a highschool diploma AND industry credentials aligned to one of Ohio's in-demand jobs.

What makes this program different from a traditional high school setting is the delivery of instruction to adults. Instead of measuring academic achievement through clock hours, seat time, or credits earned, the focus is on a competency-based approach that provides a self-paced option. Once competencies have been learned, adults then demonstrate mastery of skill. Each eligible adult works with the providerto create a customized Student Success Plan.

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Eligibility

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

- Be at least 22 years of age
- Have not received a valid high school diploma or a general educational development (GED)certificate; and
- Be a resident of Ohio.

In order to prove that a participant is eligible, the following must be provided:

- Birth Certificate or ID
- High school transcript
- Proof of residence in Ohio

Guidance

- Providers shall develop an individual Student Success Plan with each adult learner.
- Adult learners are required to successfully complete a Student Success Plan to earn a highschool diploma
- Providers are required to give career counseling to adult learners.
- A high school diploma is awarded to an adult learner who satisfies the required WorkKeys scores, satisfactorily passes the career training program and earns the in-demand industrycredential(s) for the program.

The guidance information included in this manual provides a step-by-step process for

creating an OH|IDaccount and other participant responsibilities associated with the ADP program.

IMPORTANT INFORMATION

1. **The adult student MUST have an OH|ID account*BEFORE providers can begin a student application**.**

   ***This means the adult student must create AND confirm theOH|ID account via email.**

   ****It is the provider's responsibility to complete and submitthe student application.**

2. **It is important that ALL information for the student application is entered accurately before submitting, including the student's career training program.**

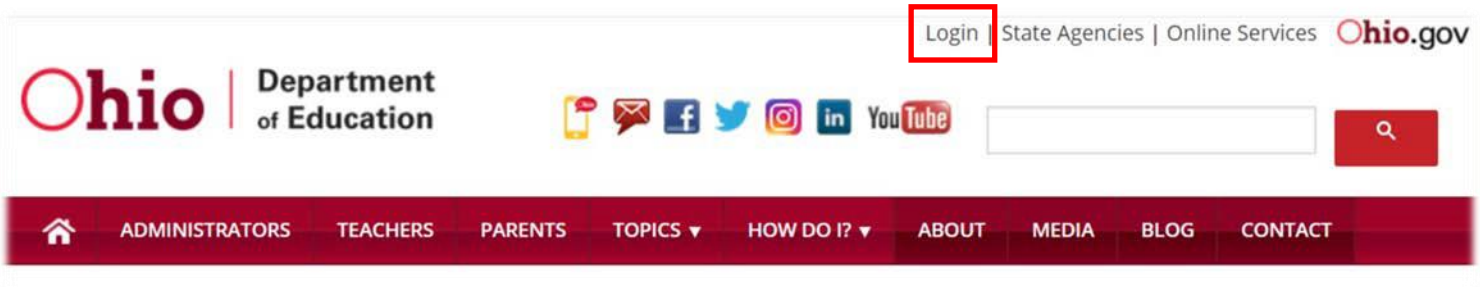
   To ensure accurate reimbursements to providers, student program changes should take place BEFORE invoicing begins. Career counseling at the very beginning is extremely important.

1.0 Creating an OH|ID Account

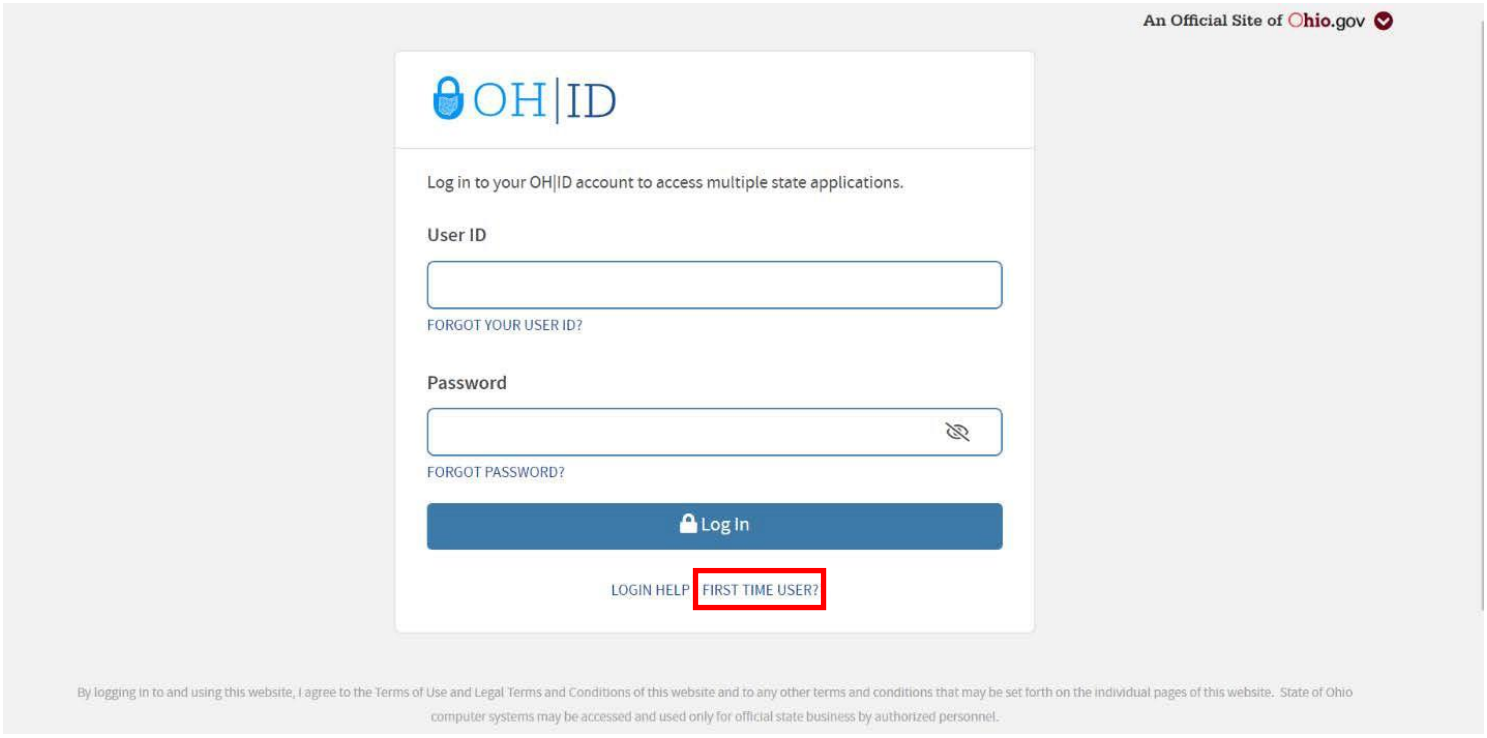
This section explains the OH|ID account creation process for students. This section also shows how tosuccessfully login to an OH|ID account and access the Ohio Department of Education application.

*If a student already has an OH|ID account please move to Step 8 which outlines the OH|ID log inprocess.

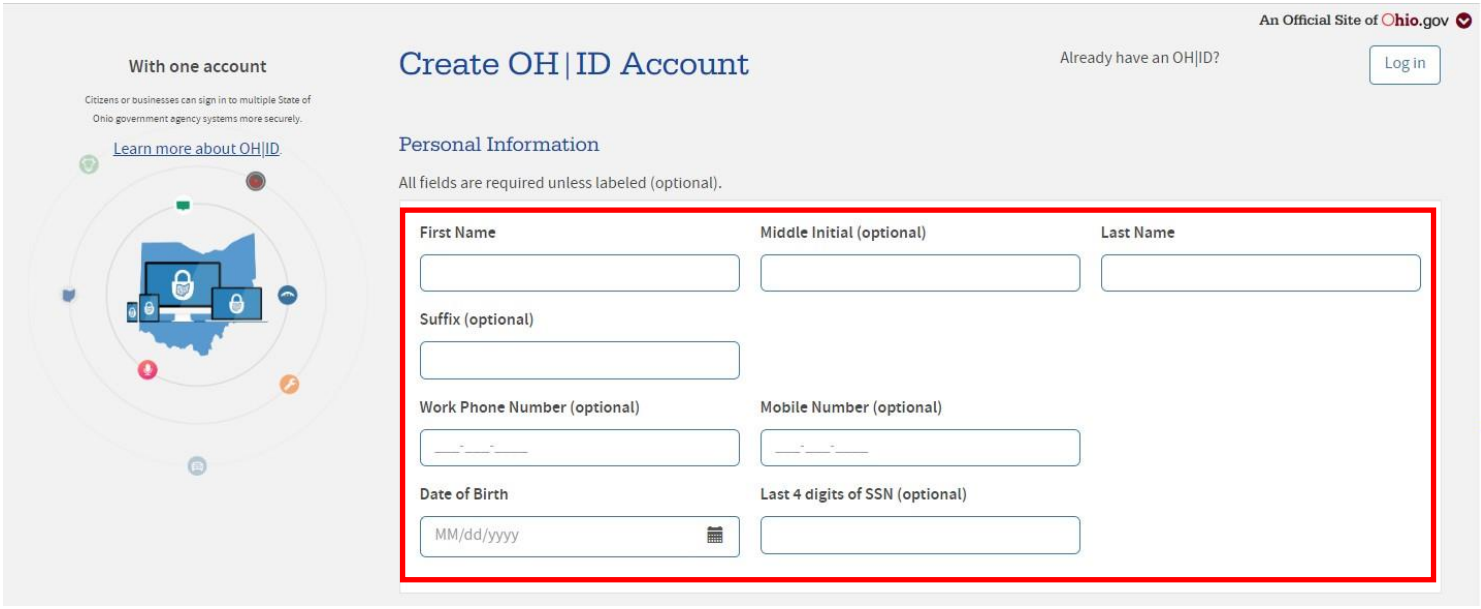
Step 1. Navigate to https://ohid.ohio.gov/



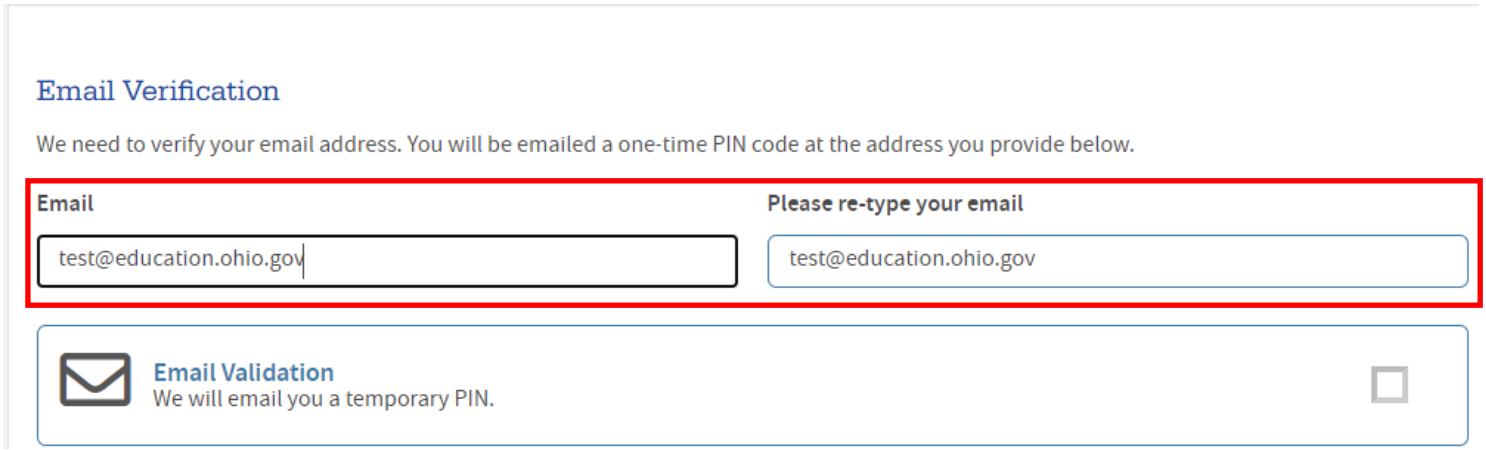
Step 2. Click *First Time User?*



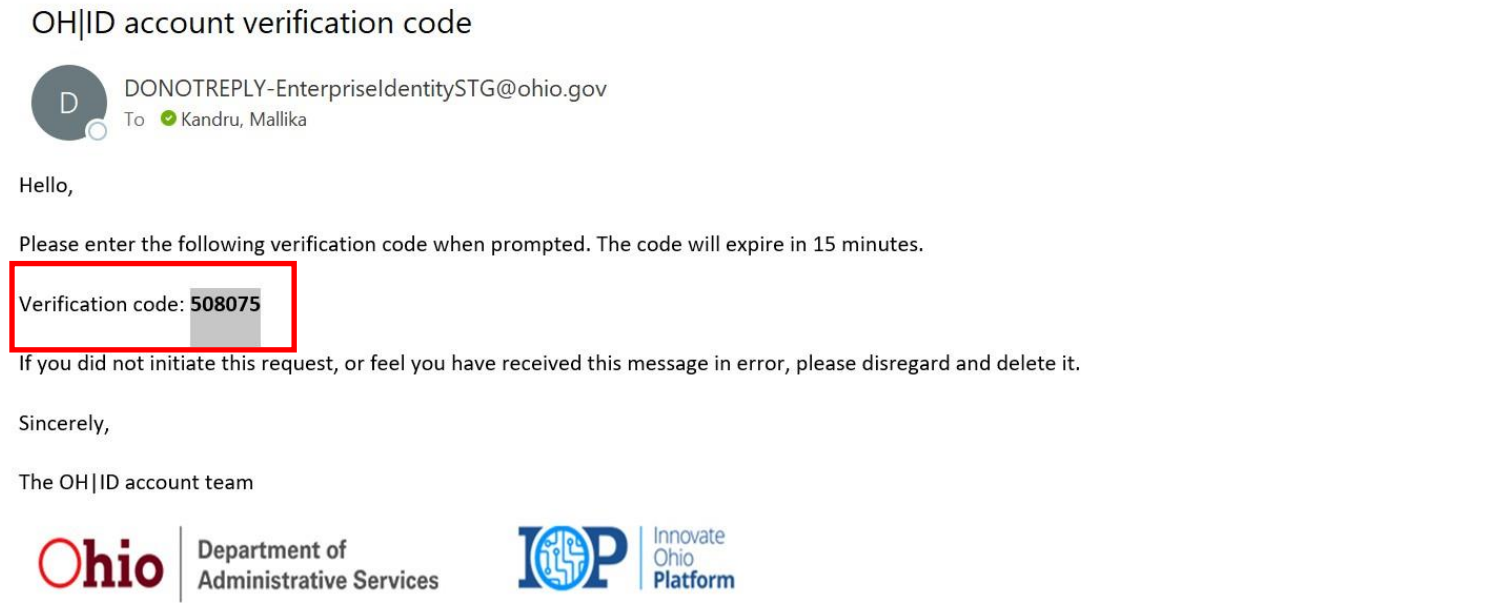
Step 3. Fill out the **Create OH|ID Account**



Step 4. Type your email address into the *Email Verification* field and wait for a temporary pin to be sent.



Step 5. Once receiving an email containing a temporary pin, enter it into the pop-up field.



OH|ID account verification code

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DONOTREPLY-EnterpriseIdentitySTG@ohio.gov
To Kandru, Mallika

Hello,

Please enter the following verification code when prompted. The code will expire in 15 minutes.

Verification code: **508075**

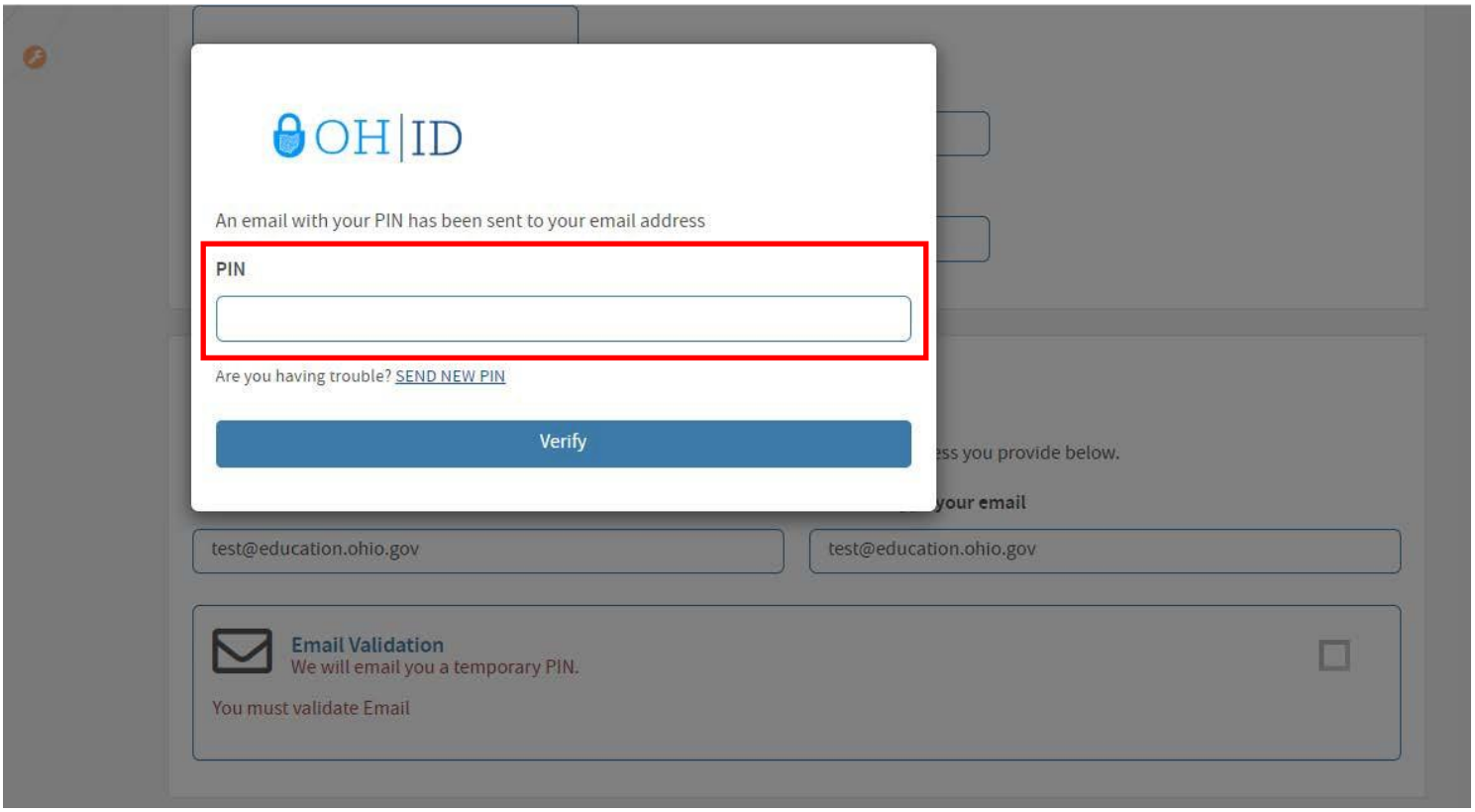
If you did not initiate this request, or feel you have received this message in error, please disregard and delete it.

Sincerely,

The OH|ID account team

Ohio | Department of Administrative Services

IOP | Innovate Ohio Platform



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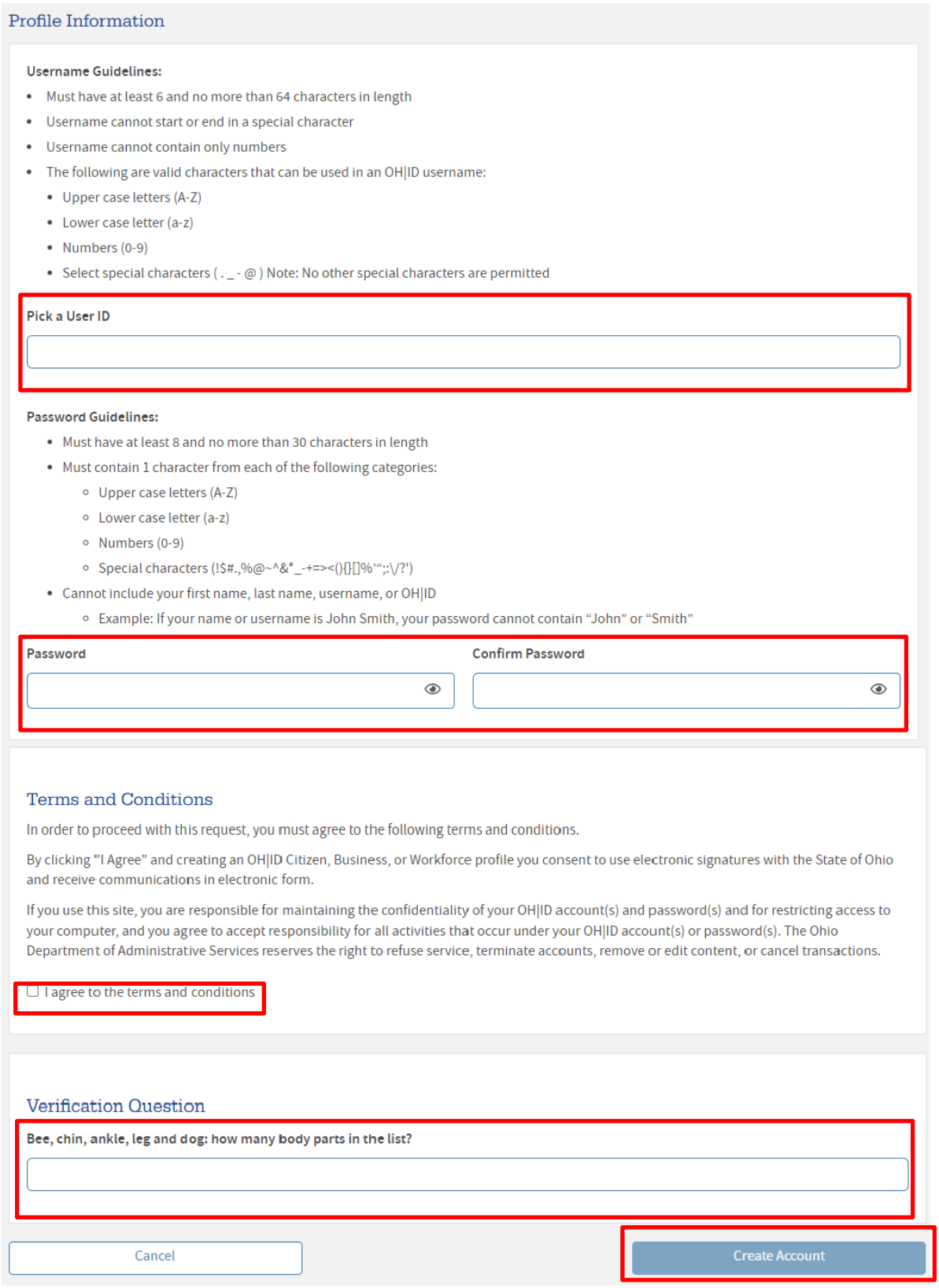
Step 6. Enter account details in the *Profile Information* form and agree to terms and conditions. Click *Create Account* once completed.



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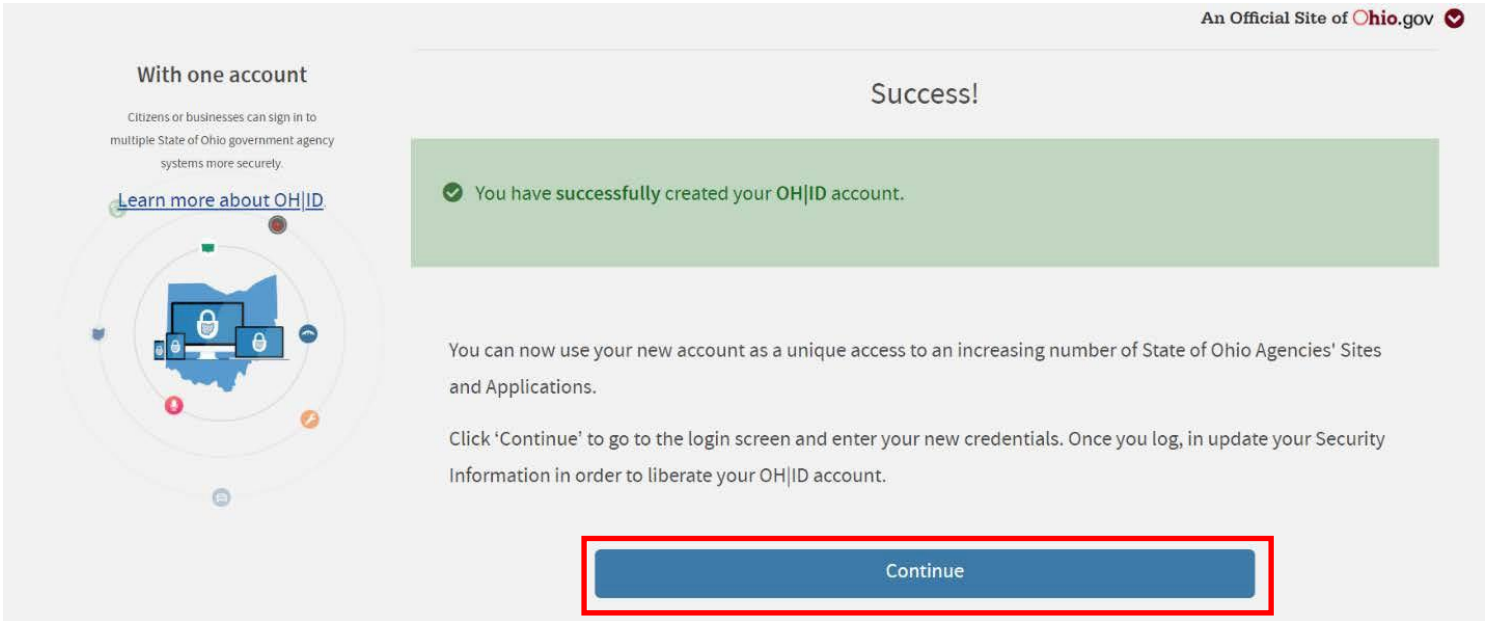
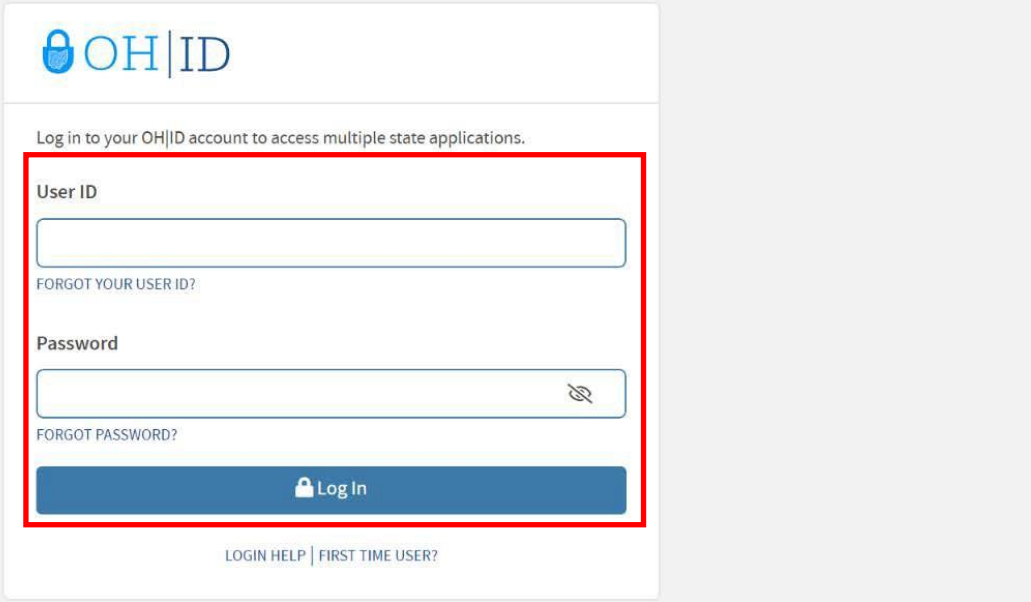
Step 7. The account has now been successfully created. Click *Continue* to go to the login page.



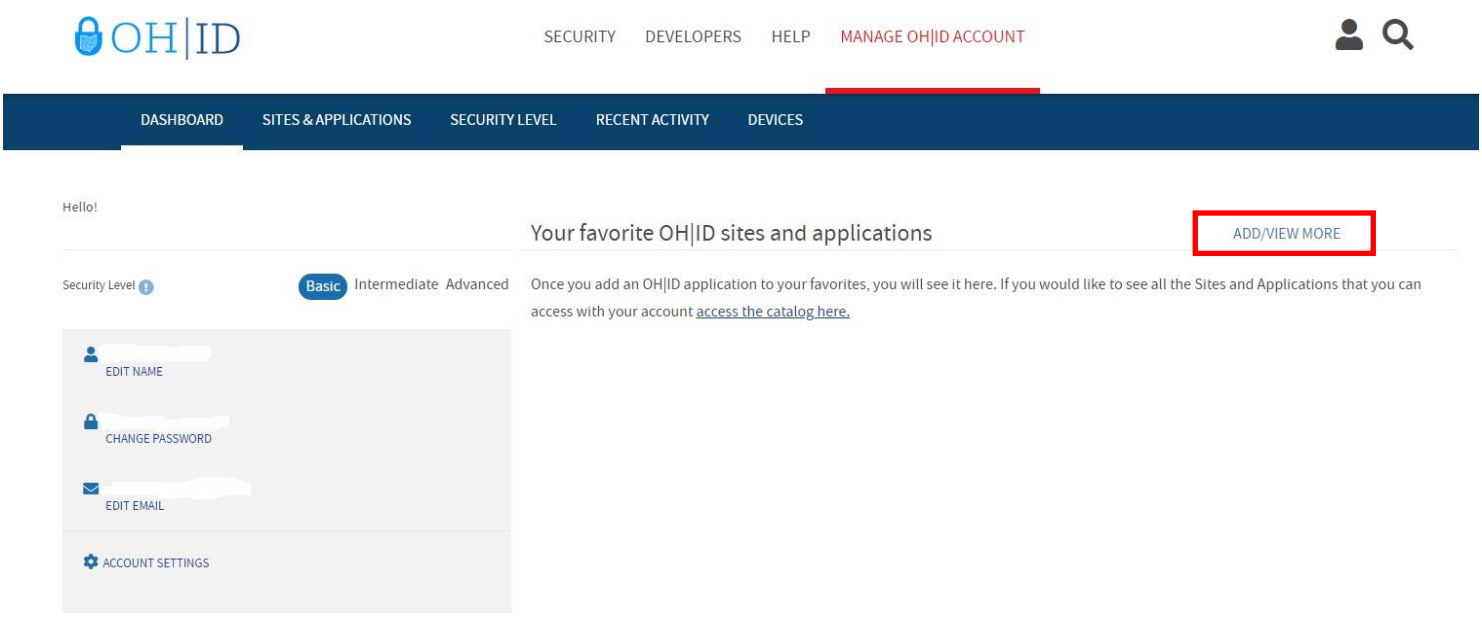
2.0 Accessing Department of Education Profile Setup via OH|ID

*If a Participant already has access to all desired applications, please move to 4.0 Completing the Student Application

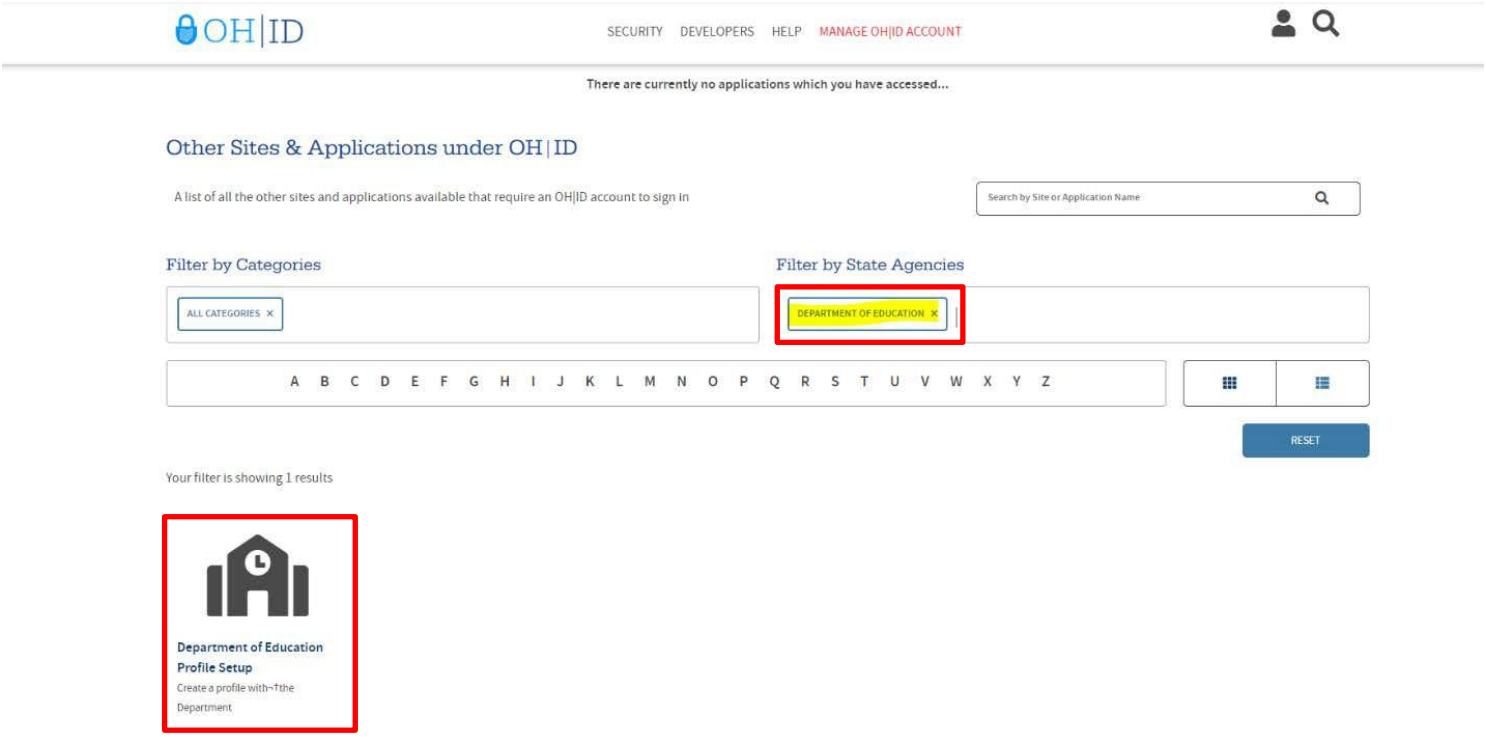
Step 1. Log in to your account with your login information.



Step 2. Once on the dashboard, click *Add/View* more to add favorite applications to the dashboard.



Step 3. Search for the *Department of Education Profile Setup* and click on it.



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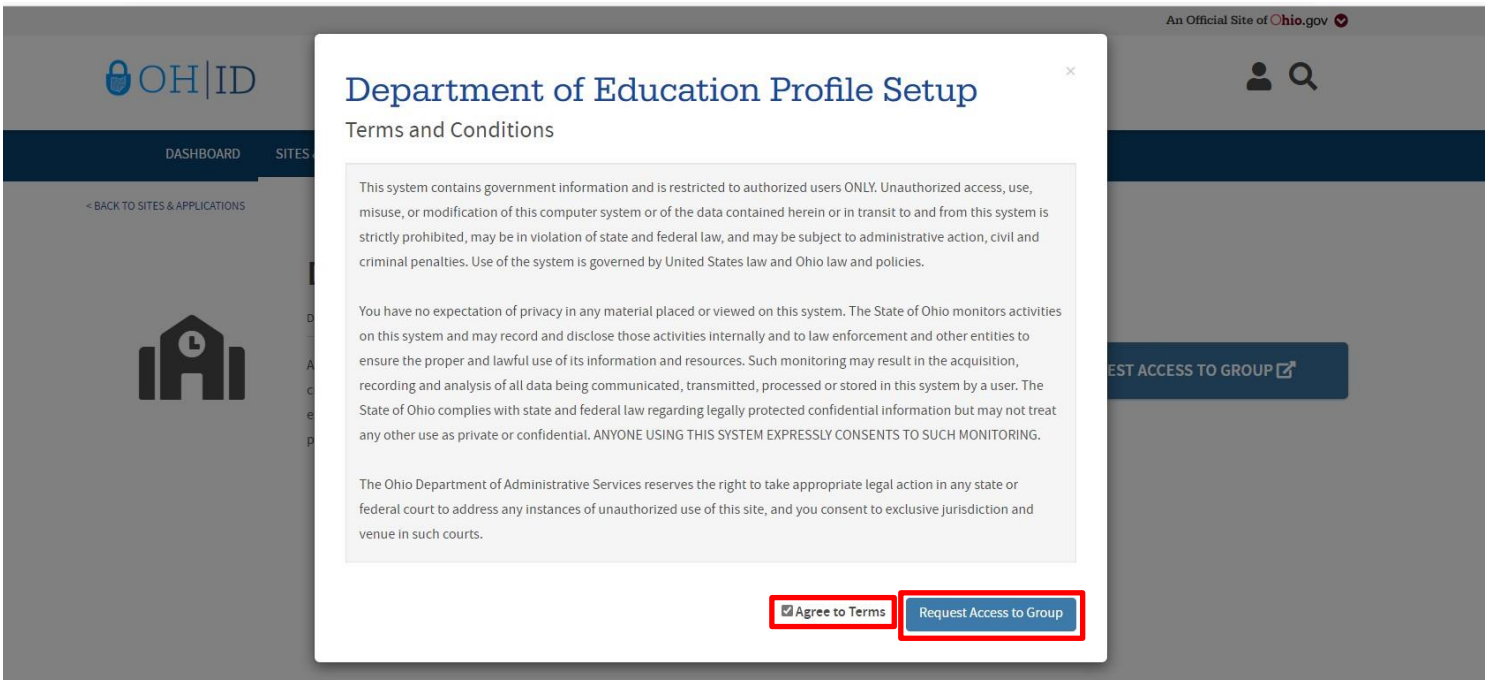
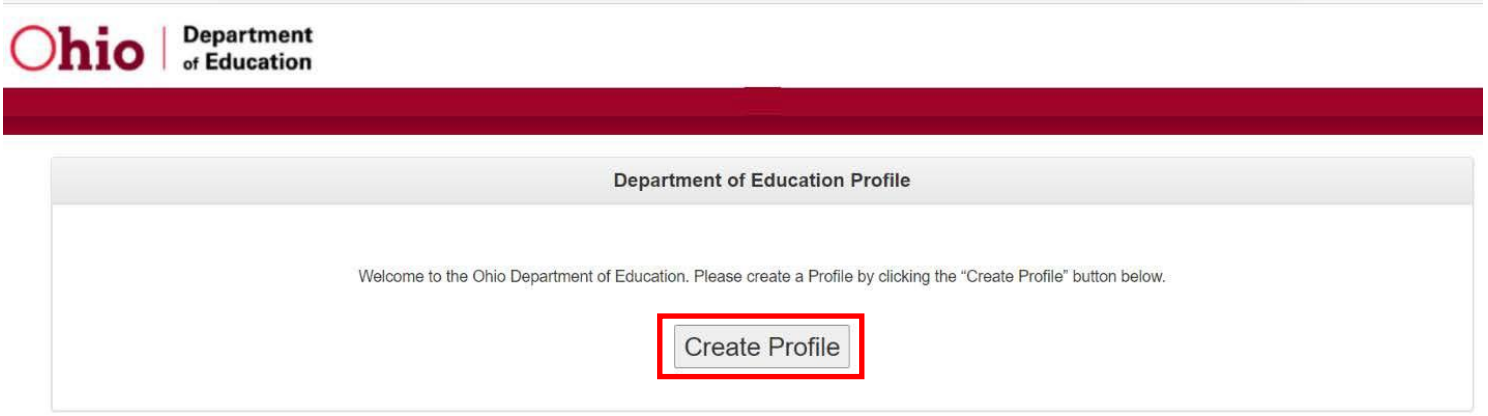
Step 4. Click on *Request Access to Group*.

Step 5. Read and agree to the terms and conditions. Click *Request Access to Group.*

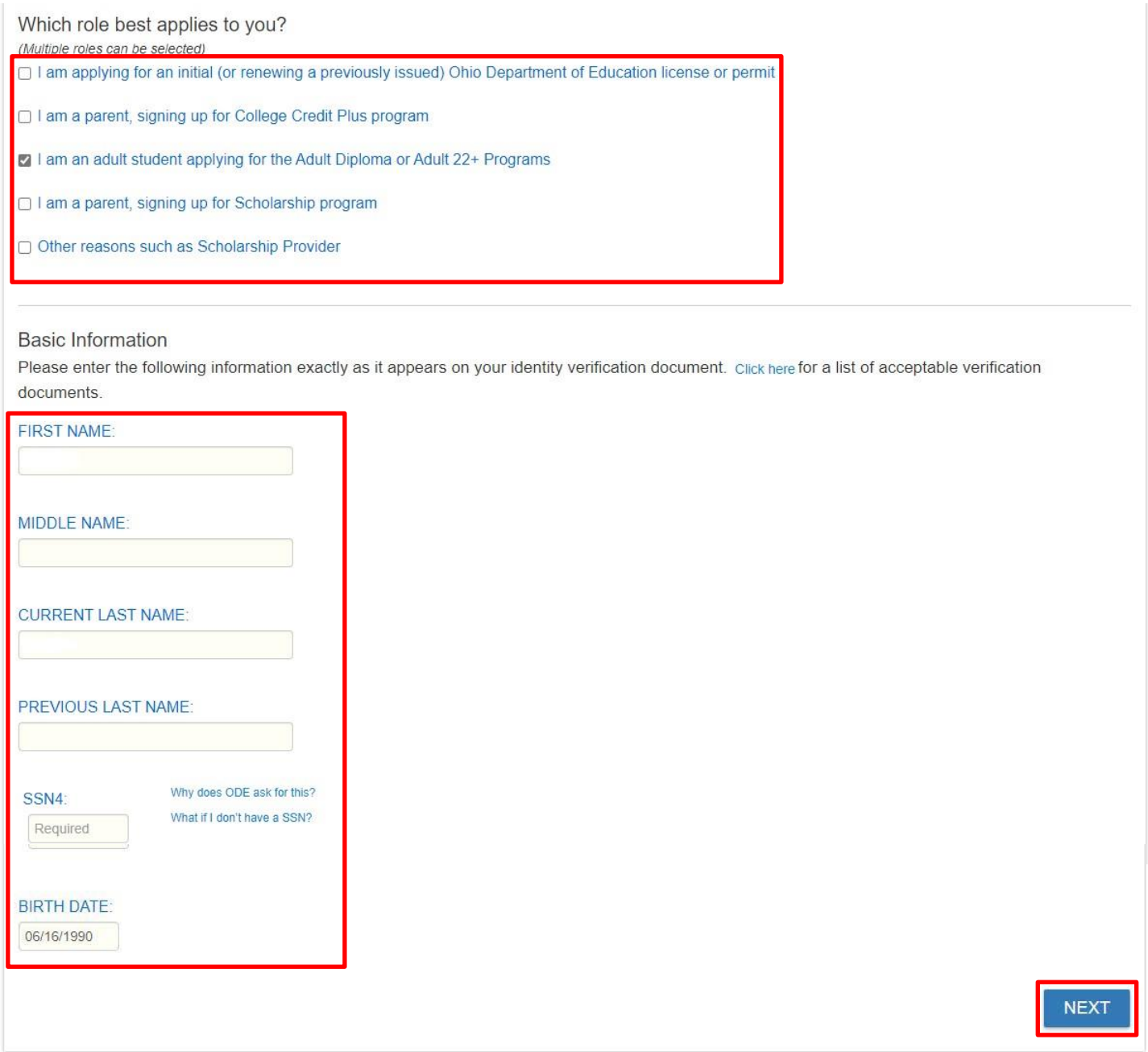


Step 6. Click *Launch*.

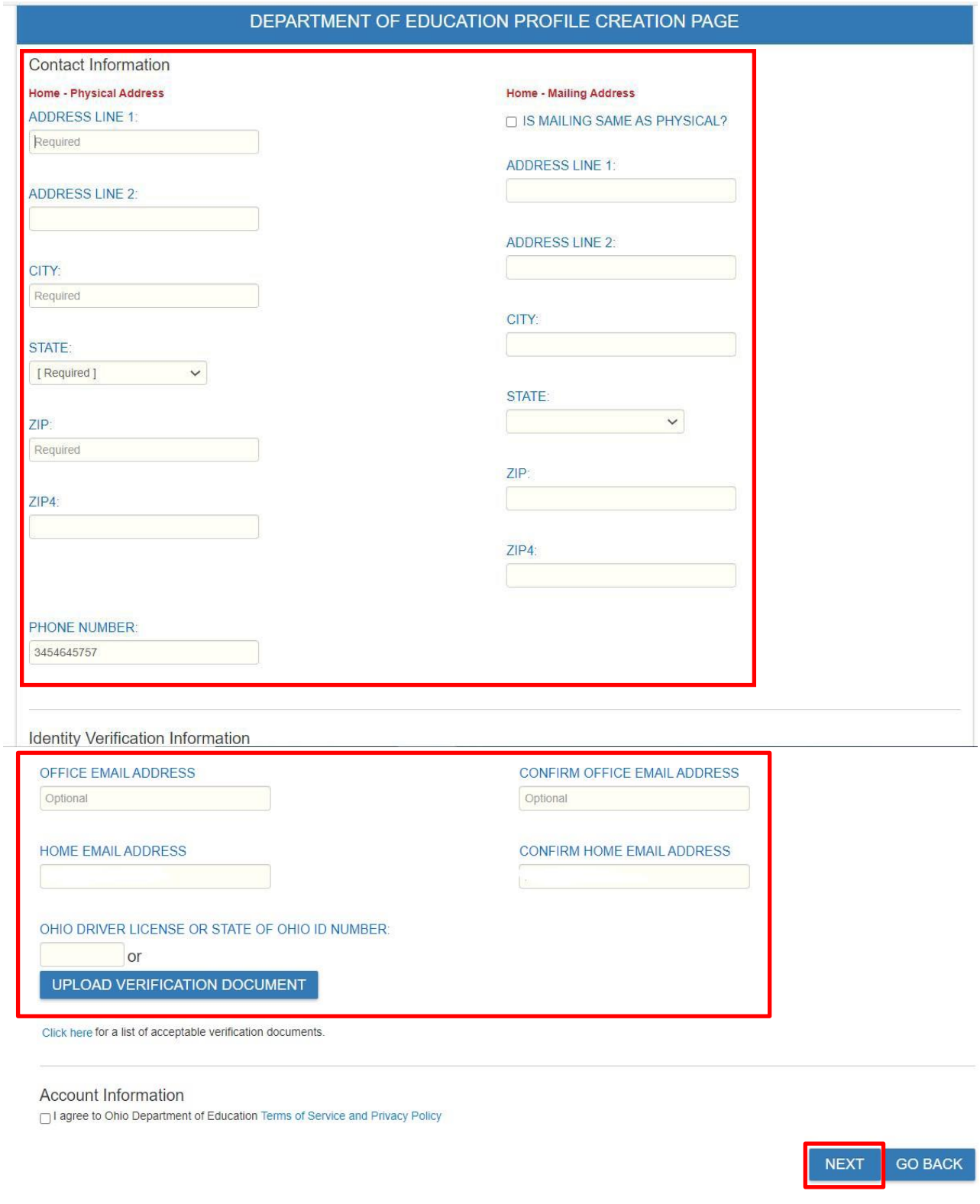
Step 7. Click *Create Profile*.



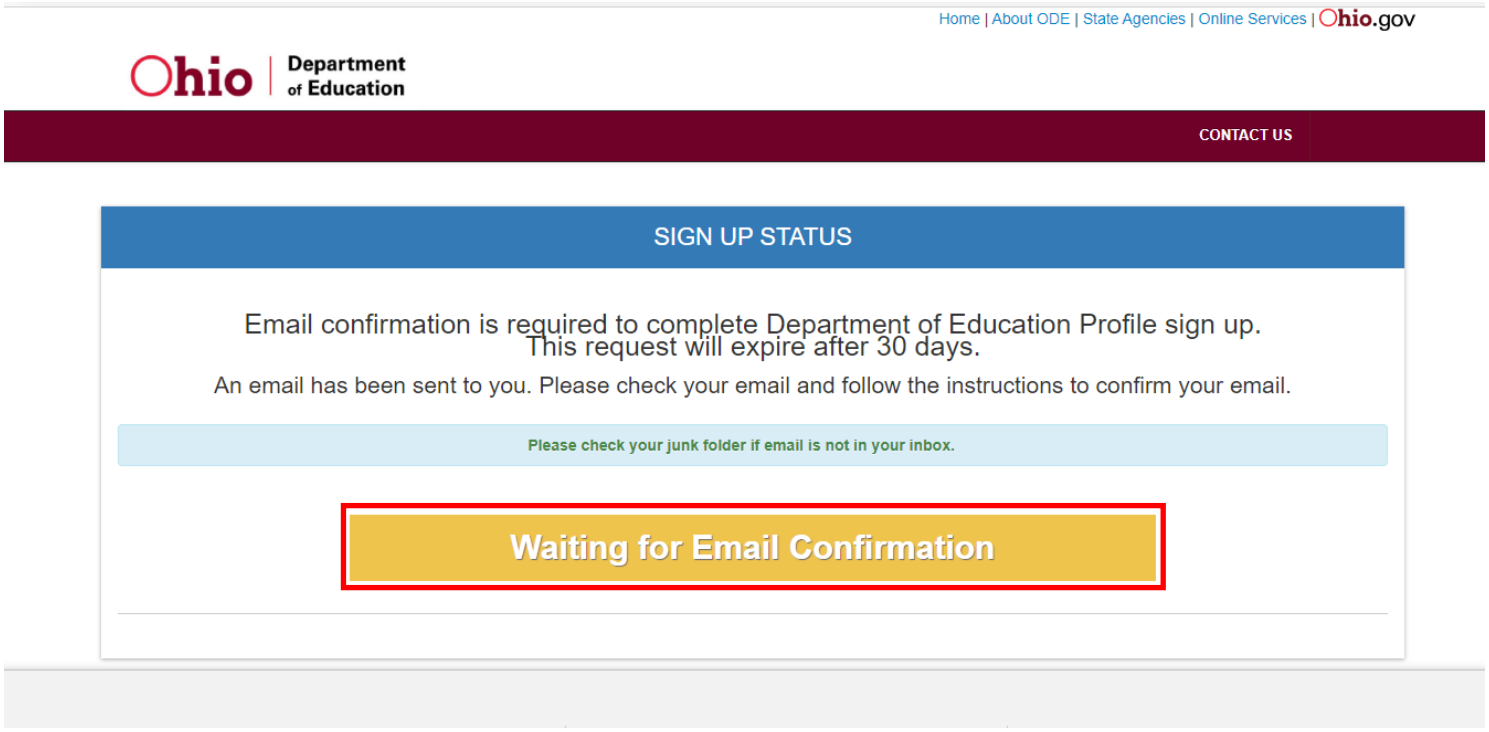
Step 8. Fill out the *Basic Information* section. Then click *Next*.



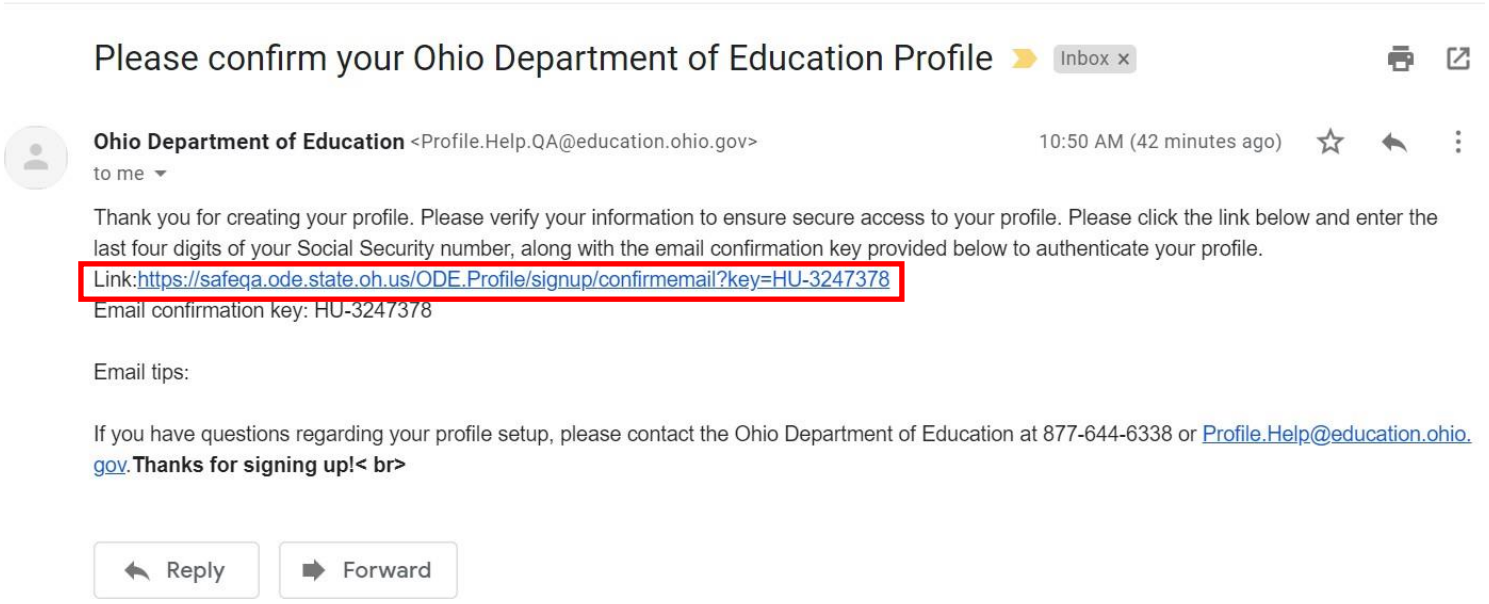
Step 9. Fill out the *Contact Information*, upload any verification documents, then click *Next*.



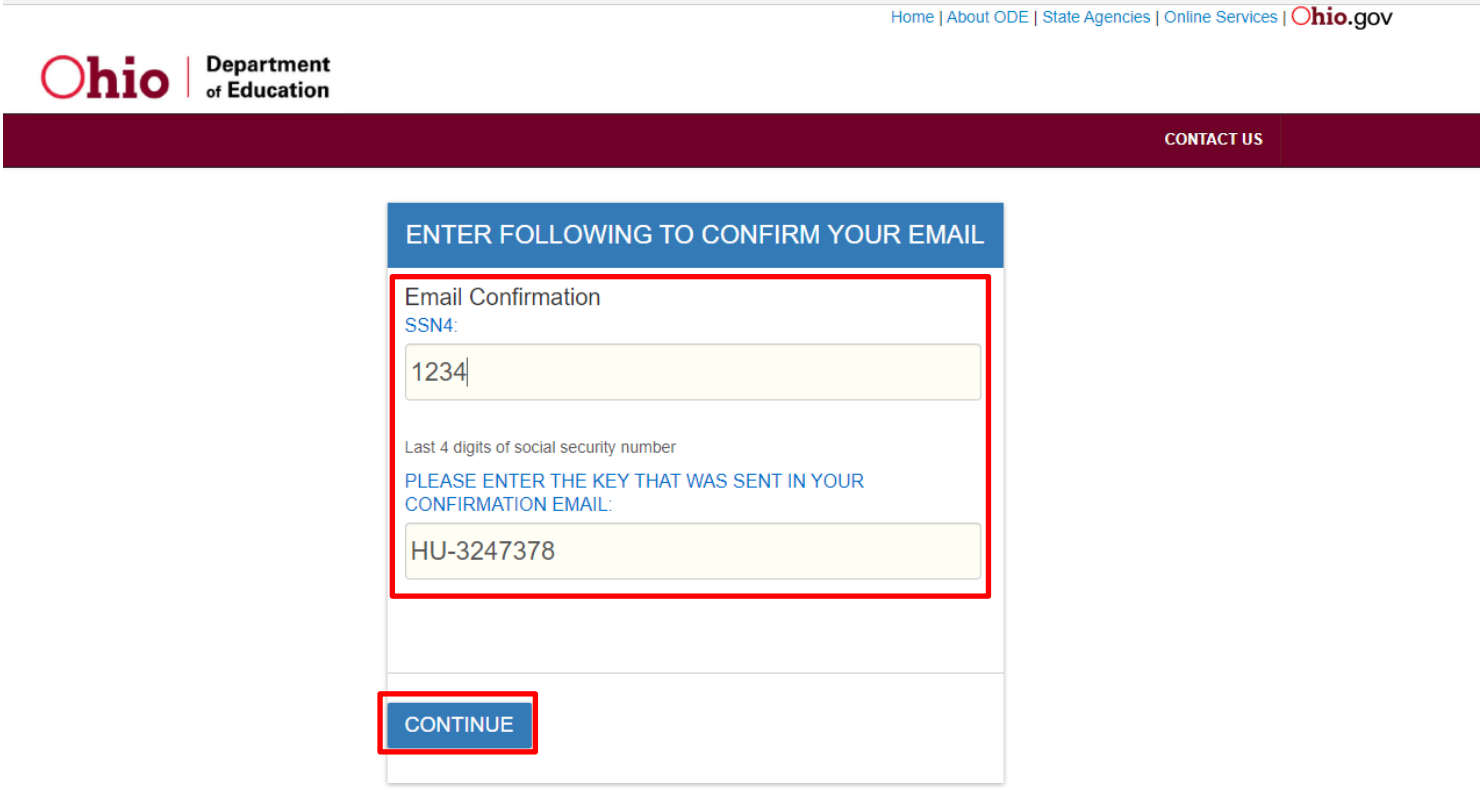
Step 10. Once user clicks on next, wait for email confirmation.



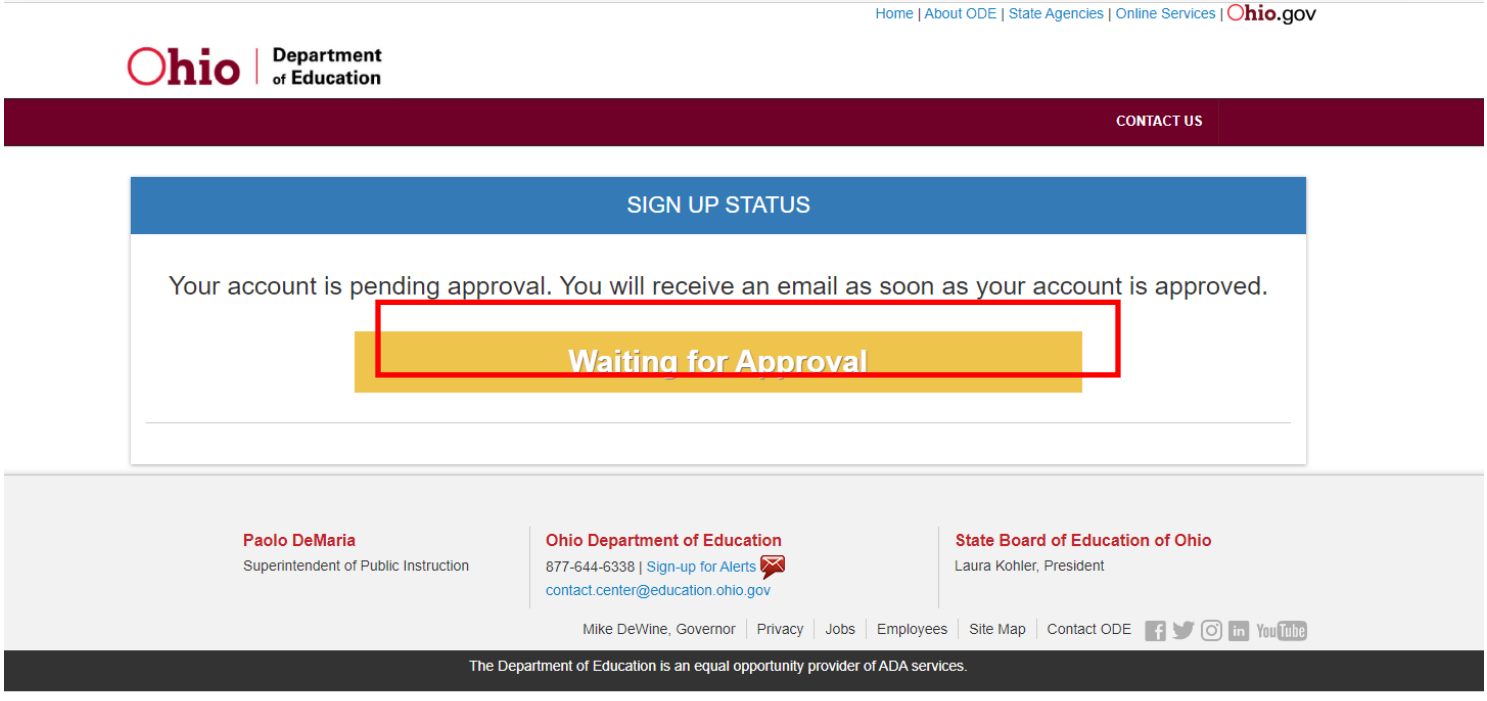
Step 11. Users will receive an email similar to the one below. Click the link to verify the profile.



Step 12. Enter the email verification code along with the last 4 digits of your SSN. Click *continue.*



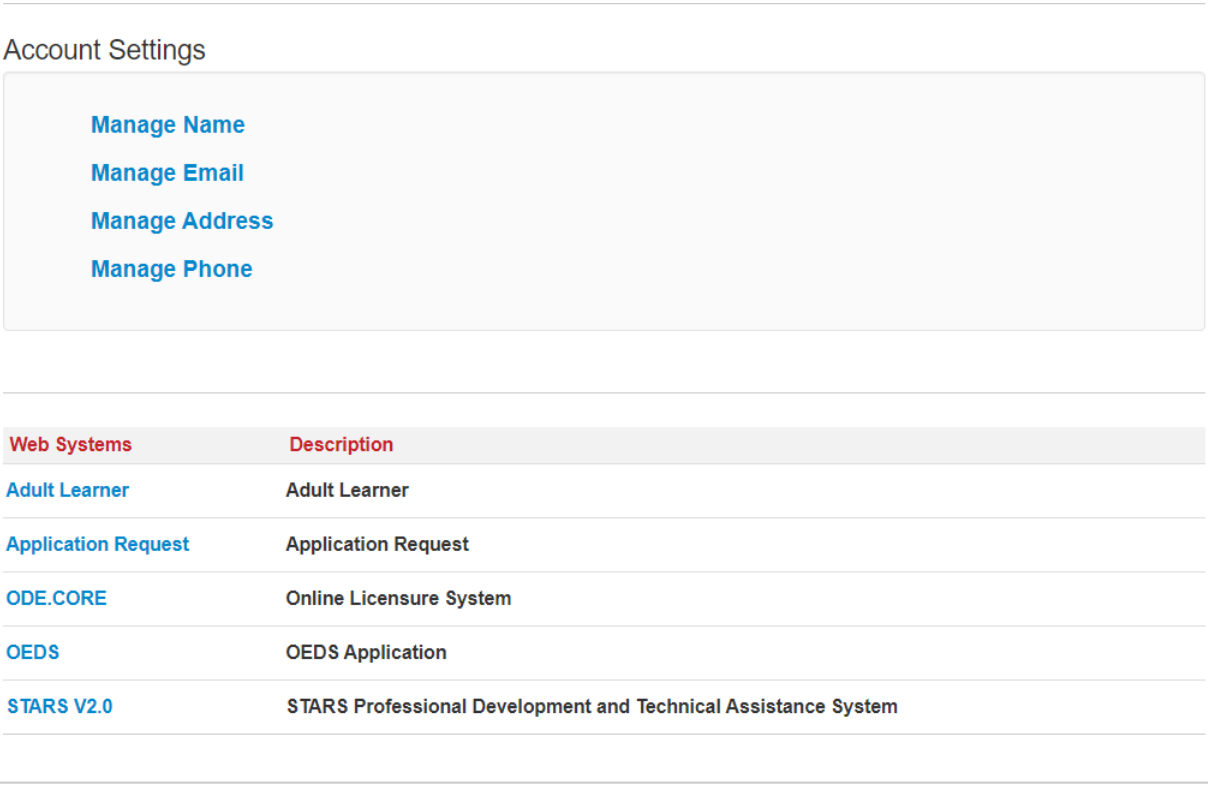
Step 13. A screen should appear that is similar to the one below. Your account is now pending approval by the Department. Once approved, you will have access to the Department application.



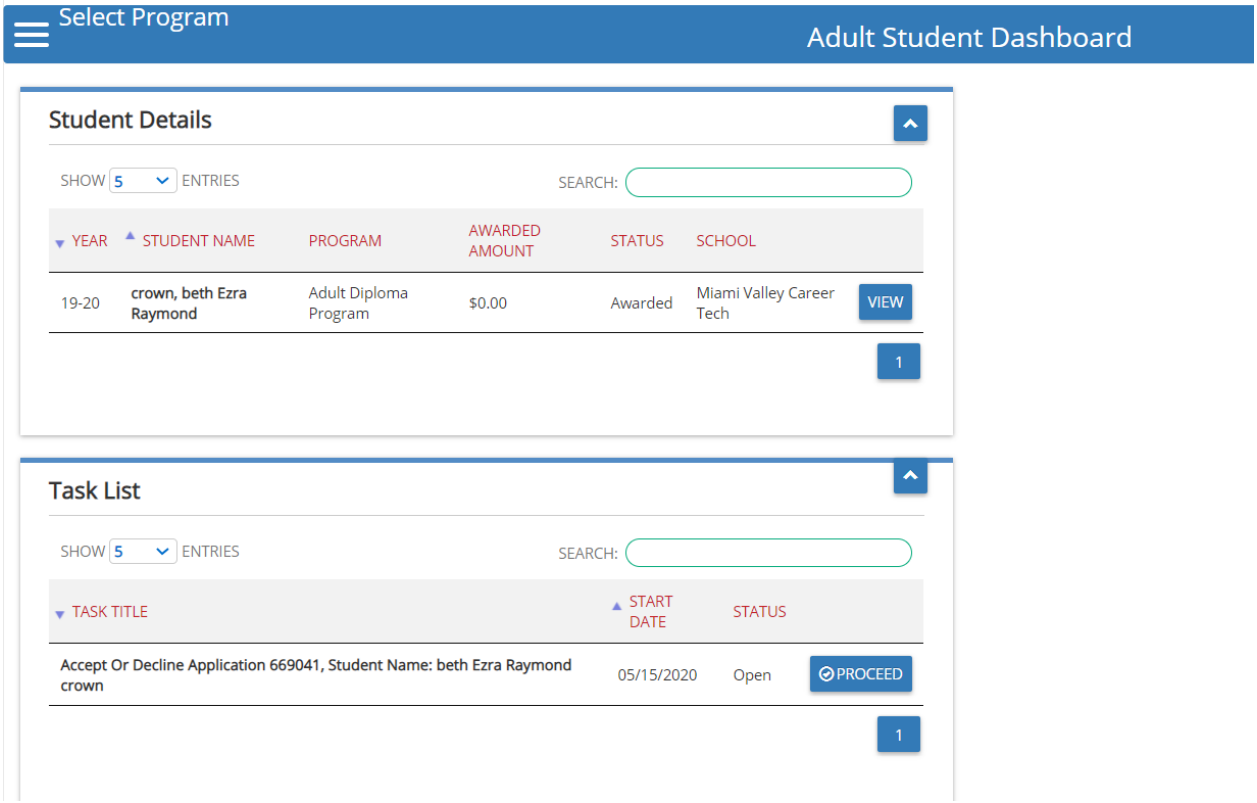
3.0 Accepting the Student Application

Completing the Student Application is the Provider's responsibility. Providers may enroll Participantsinto the system once the application window is open and the Department approves the provider to award the Adult Diploma Program. The Participant **MUST** create and confirm their OH|ID account **BEFORE** providers can begin this process.

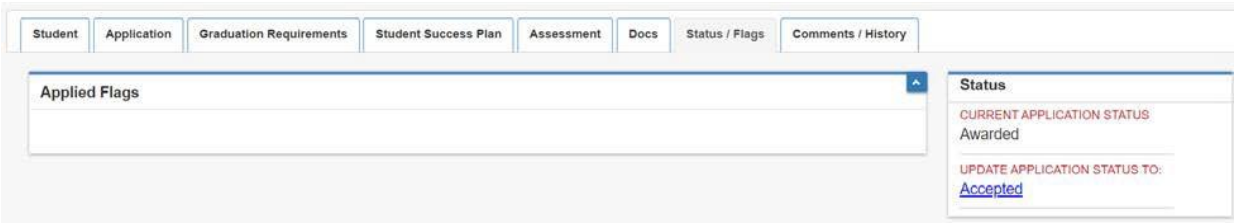
Step 1. Log in to your safe account and locate the Adult Learner link at the bottom of the **Account page**.



Step 2. On the **Adult Dashboard**, locate the Task List. Click the *Proceed* button



Step 3. The Application will open. Locate the Status/Flags tab and click *Accepted*.



4.0 Submission Process

After the provider submits the Student application, the Department office will review the application. Afterthe review is complete, the Department office will move the application to Awarded. The Department office will contact the provider via email or phone in the event something in the application is missing or needs corrected.

The Participant must log in and Accept. Once the Participant accepts, the Finance Details buttonappears. See the Invoicing Manual for detailed invoicing instructions.

5.0 Participant Graduation

After the final invoice is accepted, the Student application will move to *Requirements Passed*. The print function for the high school diploma is now active. The provider accesses the Diplomafrom the Graduation Requirements Tab in the Student's application.
The Participant's graduation date is the date that the student status changes to *Requirements Passed*.

Contact Information

For questions regarding the 22+ Program, please contact:

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ashley.kerr@education.ohio.gov