

22+ Provider Application Manual



June 2025



**Department of
Education &
Workforce**



Table of Contents

- 22+ High School Diploma Program3**
- GUIDANCE3**
- 22+ PROGRAM - PROVIDER ELIGIBILITY3**
- 22+ PROGRAM - PARTICIPANT ELIGIBILITY.....3**
- OEDS ROLES3**
- Provider Application4**



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 highschool 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

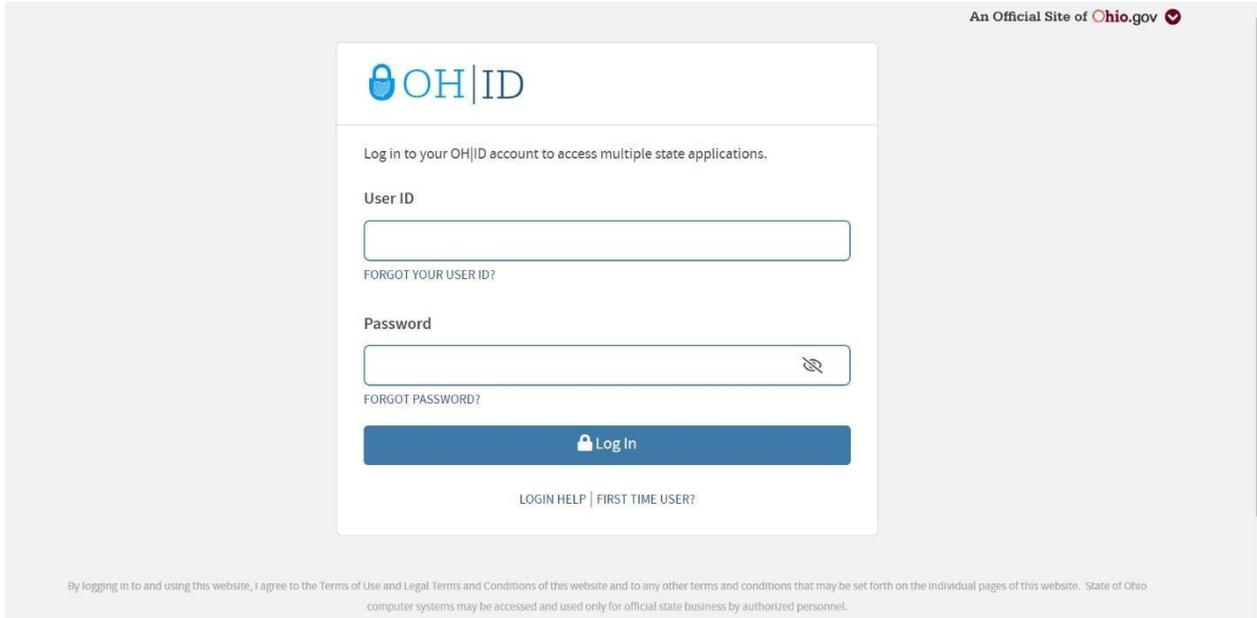
Employees of public schools who are authorized to access the 22+ HSD Program must have the following roles:

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

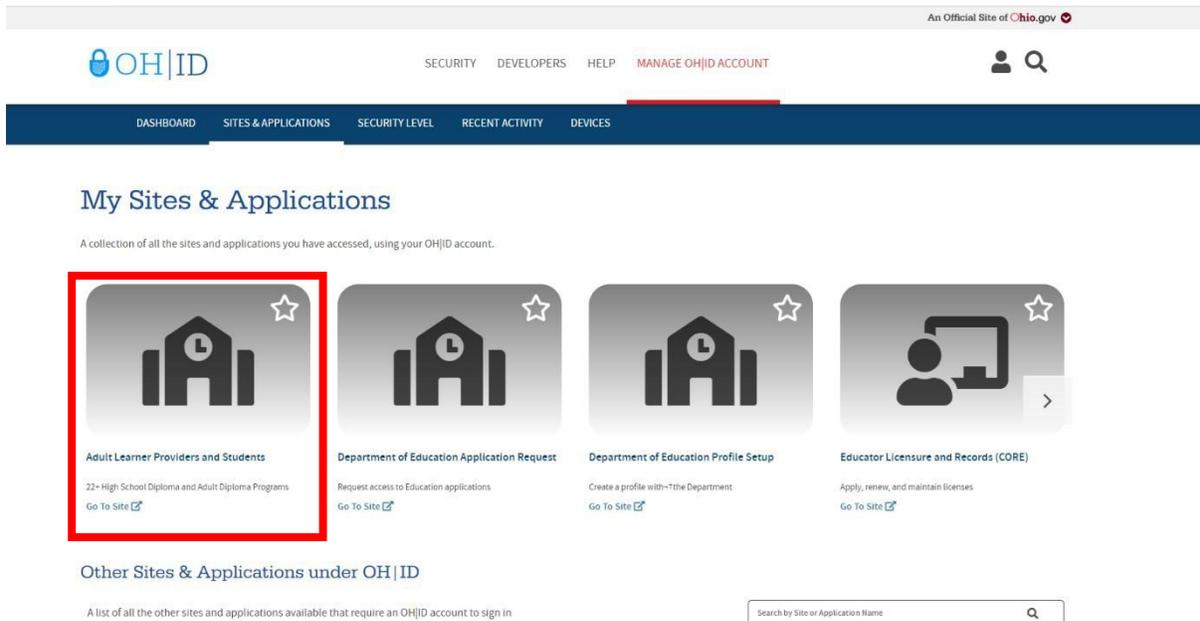
The school’s OEDS administrator assigns these roles.

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:



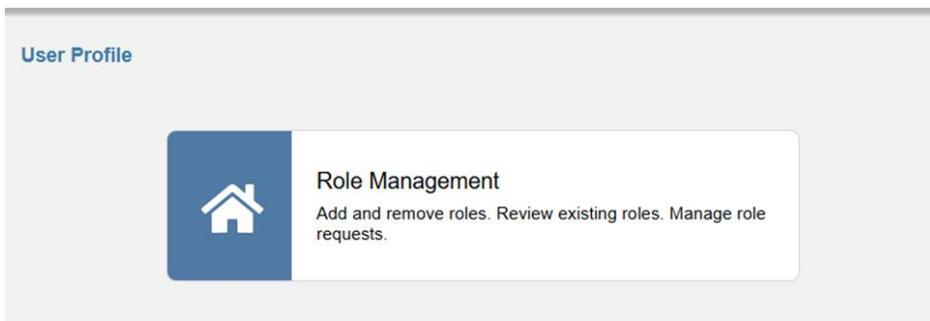
If you do NOT have the Adult Learner tile, begin with step 2. Otherwise, proceed to step 3.

2. Request Adult Learner Role

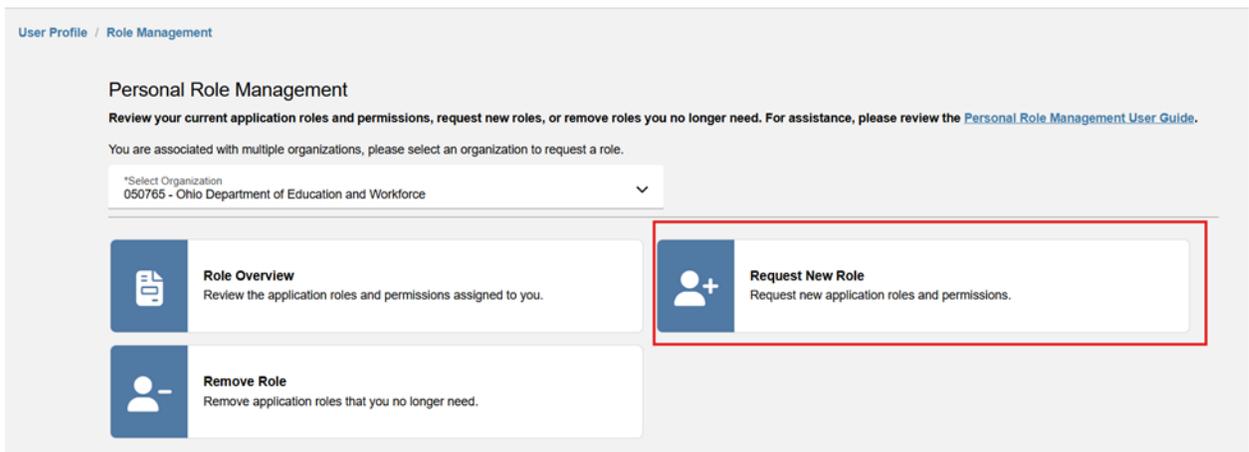
- a) You Must Request A role
- b) Click the following tile:



c) Select Role Management



d) Click on Request New Role



- e) Select “Select Role Groups” and enter the org name and select the radio button “select Role “

The screenshot shows the 'Request New Role' form. At the top, there is a breadcrumb trail: 'User Profile / Role Management / Request New Role'. Below this, there are two dropdown menus. The first is labeled '*Select Role Groups' with the text 'Roles assigned to district, school and other educational organization staff members' and a downward arrow. The second is labeled '*Select Role' with the text '074864 - Owens State Community College' and a downward arrow. To the right of the second dropdown is a red asterisk and the word '(Required)'. Below the dropdowns, there is a section titled 'Request New Role' with two radio buttons: '*Select Role By System' (unselected) and '*Select Role Directly' (selected). Below the radio buttons is a search input field labeled '*Select Role' with a magnifying glass icon.

- f) Choose HSD Authorizer or HSD Nominator from the request new role dropdown

This screenshot shows the 'Request New Role' form with the role dropdown menu open. The dropdown menu lists several roles: 'HSD Authorizer', 'HSD Nominator', 'Homeless Liaison-ESSA', 'Intervention Specialist-Gifted and Talented', 'Leader-RtT Transformation Team', 'Local Authorizer-EMIS DC', and 'Manager'. The 'HSD Authorizer' and 'HSD Nominator' roles are highlighted with a red box. To the right of the dropdown menu, there is a large grey area with the text 'Cart Is Empty'.

- g) Click Add roles to cart

This screenshot shows the 'Request New Role' form with the 'ADP Authorizer' role selected in the dropdown menu. Below the dropdown menu, there is a section titled 'Role Information' with a red asterisk and the text '*Reason for requesting the role.'. Below this is a text input field with the text 'Reason' and 'Test'. Below the text input field is a date input field labeled '*Effective Date' with the text '06/26/2025'. At the bottom of the form, there is a button labeled '*Add Role(s) to Cart' highlighted with a red box.

h) Click “Submit Role Request”

The screenshot shows a web form for requesting a role. At the top, it says "Please choose the role group for which you are requesting a role." with a dropdown menu set to "Roles assigned to district, school and other educational organization staff members" and a text field containing "074864 - Owens State Community College". Below this is the "Request New Role" section with two radio buttons: "Select Role By System" (unselected) and "Select Role Directly" (selected). A search field labeled "Select Role" is present. A red box highlights a shopping cart icon and the text "Roles Added to Request Cart: 1". Another red box highlights a button labeled "ADP Authorizer". At the bottom left, a "Back" button is highlighted in red. At the bottom right, a "Submit Role Request" button is highlighted in red.

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.

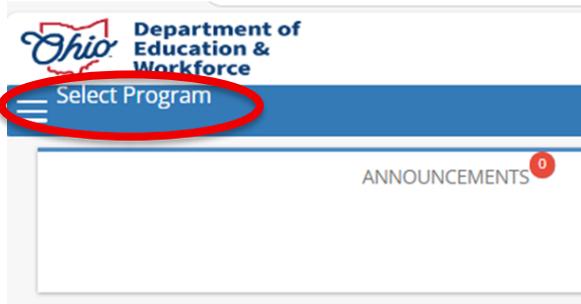
My Apps

You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require addi

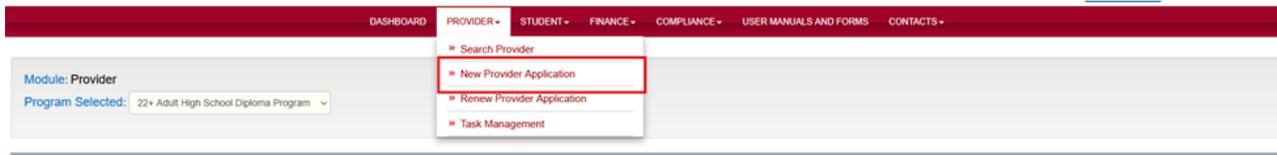
A grid of six application tiles. The first tile, "Adult Learner Providers and Students", is circled in red. It includes a house icon and the text "22+ High School Diploma and Adult Diploma Programs". The other tiles are: "CTE-26" (Submit career-tech workforce development plans), "Department of Education Profile Role Coordinator" (Approve application requests), "Educator Licensure and Records (CORE)" (Apply, renew, and maintain licenses), "Human Resources Management System (HRMS)" (Timecard entry and leave requests), and "Learning Management System (LMS)" (Online training tool).

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.



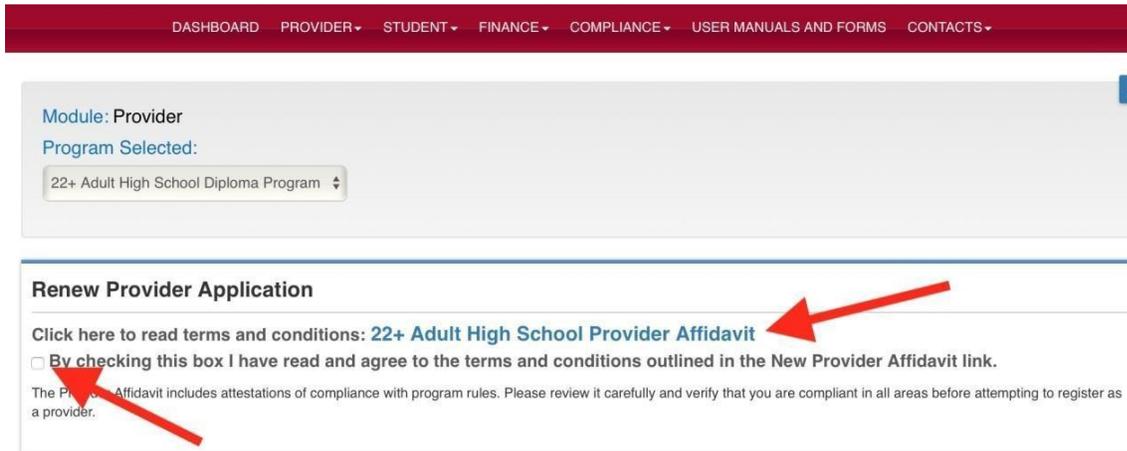
- b) **NEW Providers:** Select *New Provider Application* under the *Provider* tab.



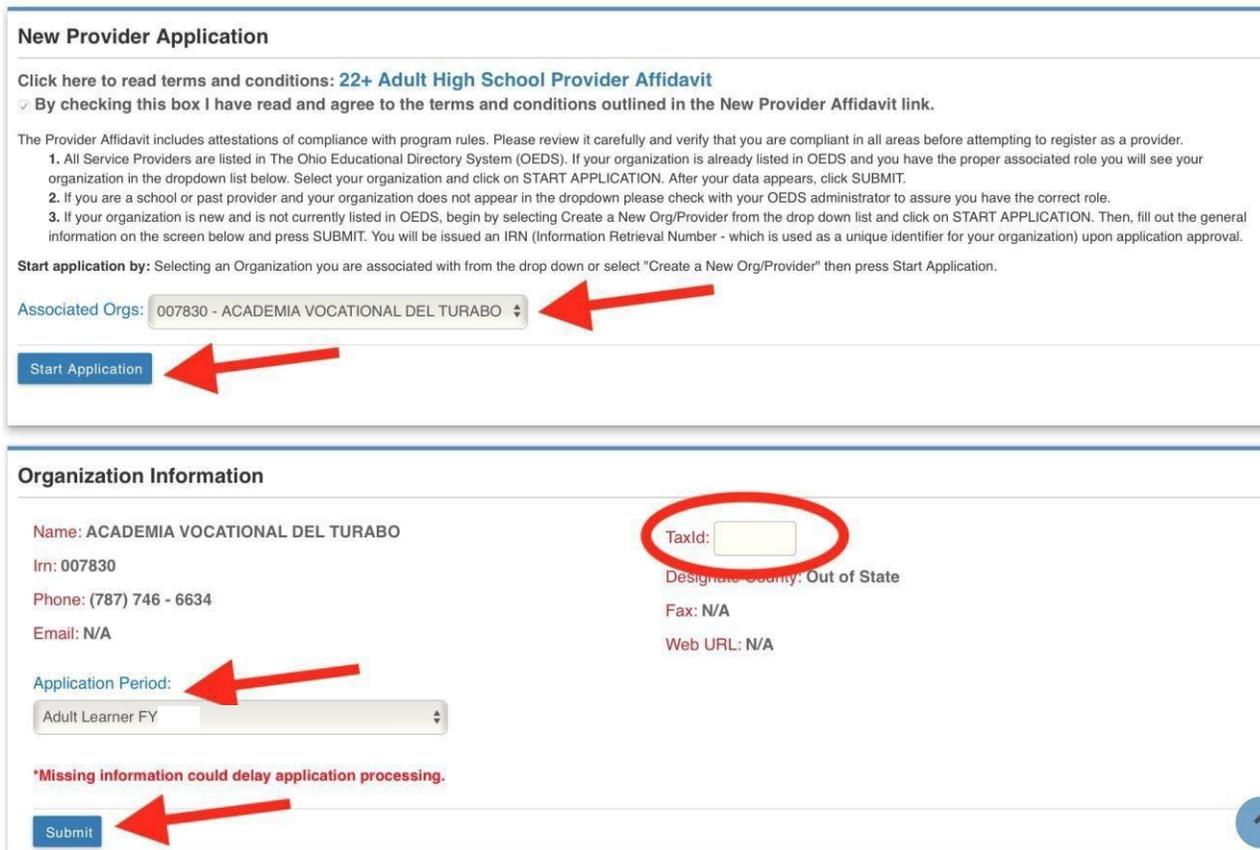
- c) **CURRENT Providers:** Select *Renew Provider Application* under the *Provider* tab.



- 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 2026*, 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*.

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.

- 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.
- 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.
- 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.

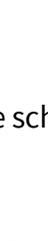
Selected Organization: 046326 - Clermont Northeastern Local

[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 FY 

[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 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 *Renewal Applications* 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

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

[Add](#) [Remove](#)

Details

Name: KELSEY J LEWIS Do

Phone: (513) 621-1211 SSN (Last 4): 6394

Email: Refresh@fakemail.com

Available Roles	Assigned Roles
Add Role 	HSD Nominator
Remove Role 	

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' (1/1), '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 displays a 'Questions' section with a heading 'Question : Graduation rate Question Count : 1'. A '» Question' button is present. The question text reads: 'Specify the educational institution's 4, 5, 6, 7 and 8 (if applicable) year graduation rate from the previous year's Local Report Card.' Below this is a note: '** 2,000 character maximum response for each question.' A large text input box is provided with the placeholder text 'Enter text here'. A blue circular arrow icon is visible on the right side of the interface.

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 in a navigation menu. Below the menu is a table with the following data:

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"/>

A 'Save' button is located at the bottom right of the table area.

10. Docs Tab

Upload the required documents listed:

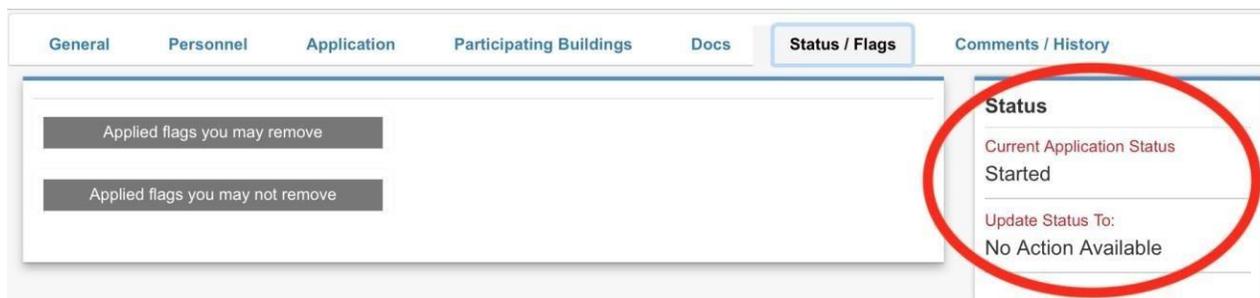
- Local Report Card Graduate Rate (Community Colleges will upload a document stating no report is available. All other providers upload the most recent report card.)
- Handbook (all providers)
- W-9 Form, if applicable (All Schools)
- Letter on Sponsor's letterhead acknowledging you are applying for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

11. Status/Flags Tab

The FY26 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 FY26 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.

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

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