22+ Provider Application Manual

June 2025

Ohio Department of Education & Workforce

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Ohio Department of Education & Workforce

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 thefollowing roles:

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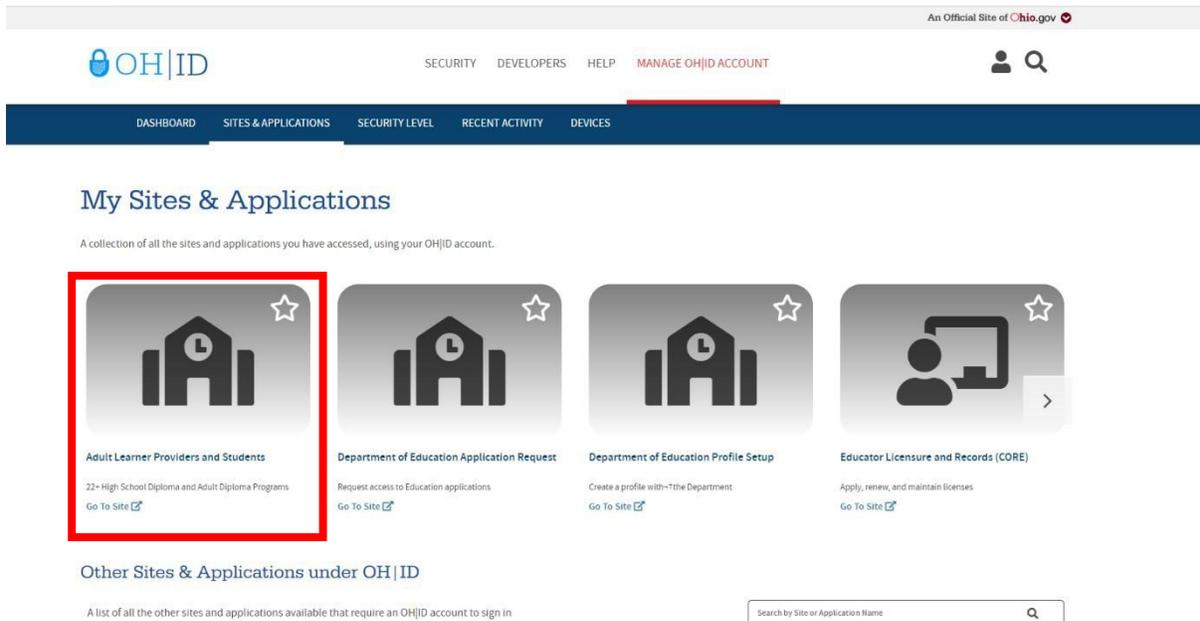- Superintendent or Superintendent Designee – Submits the application

The school's OEDS administrator assigns these roles.

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Provider Application

1. Sign-in to your OH|ID Account via the login page.
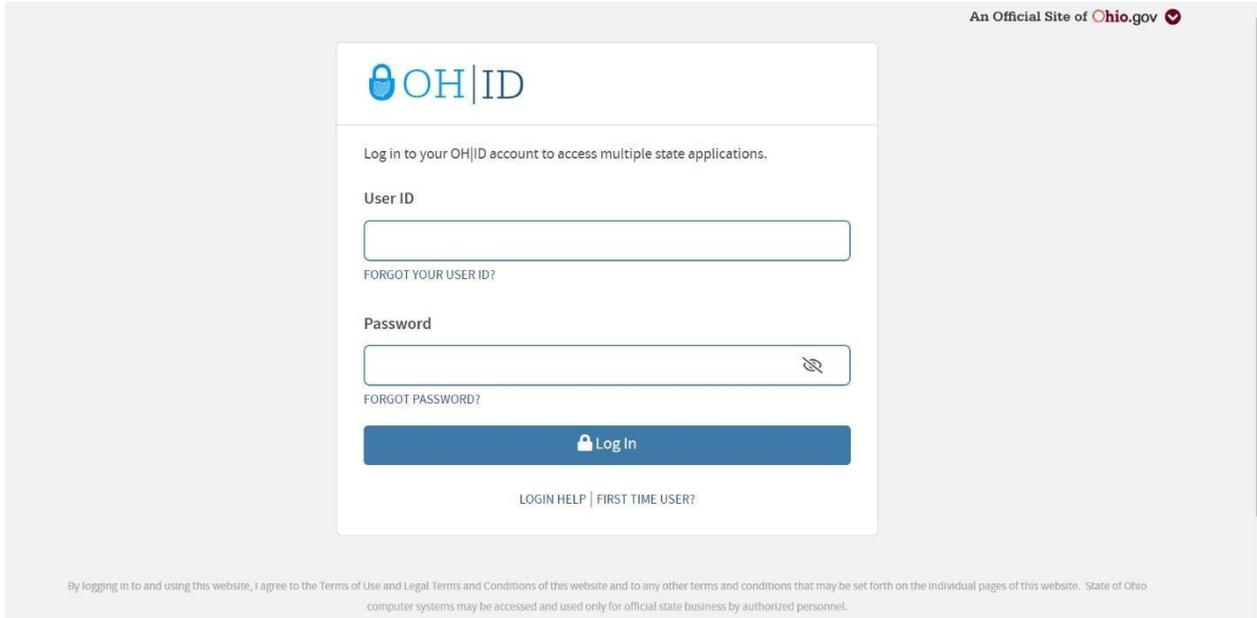
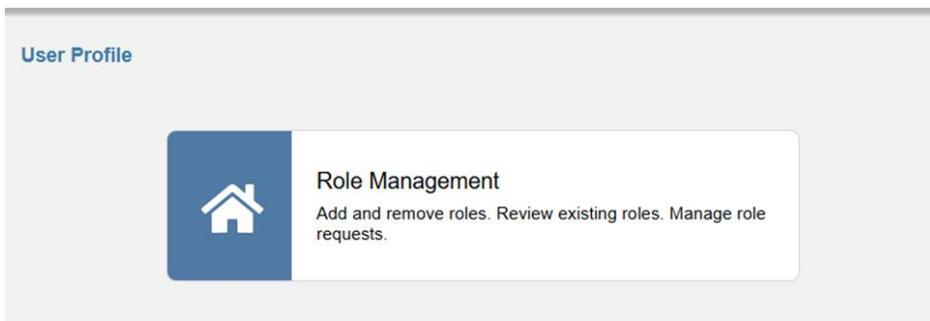You should be taken to a page of your applications. They now appear as tiles:

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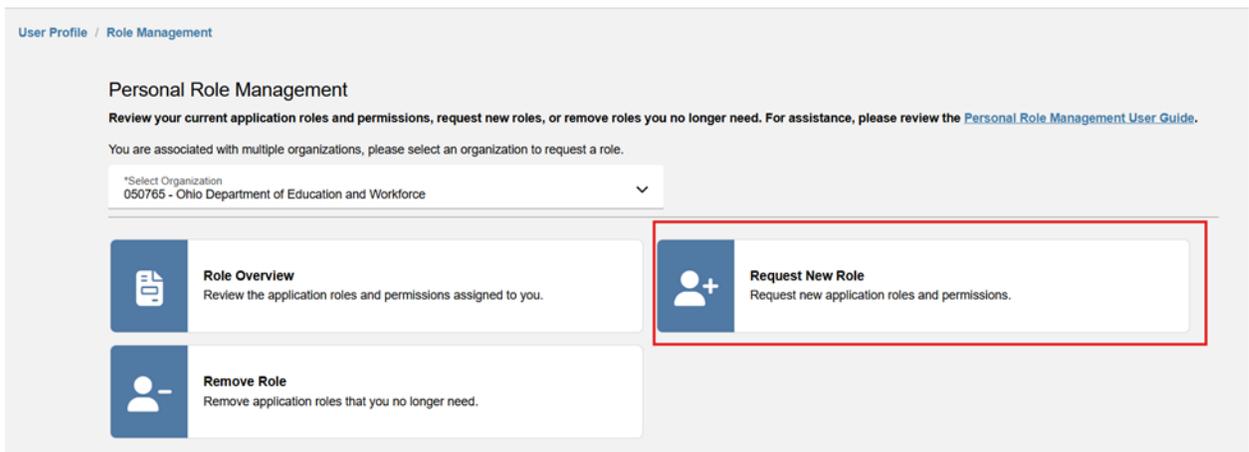
2. Request Adult Leaner Role

   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 "

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

g) Click Add roles to cart

h) Click "Submit Role Request"

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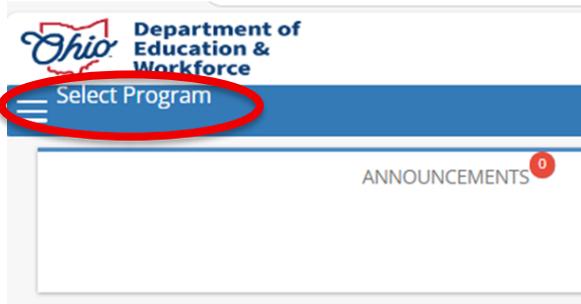
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4. To Begin a Provider Application
   a) In the top left of the screen, click *Select Program*. If given a choice, select *22+ Adult High School Diploma Program.* The *Provider Search Page* should appear.

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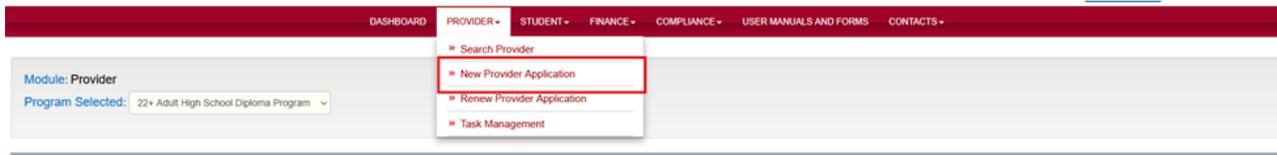
   c) **CURRENT Providers:** Select *Renew Provider Application under the Provider tab*.

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.
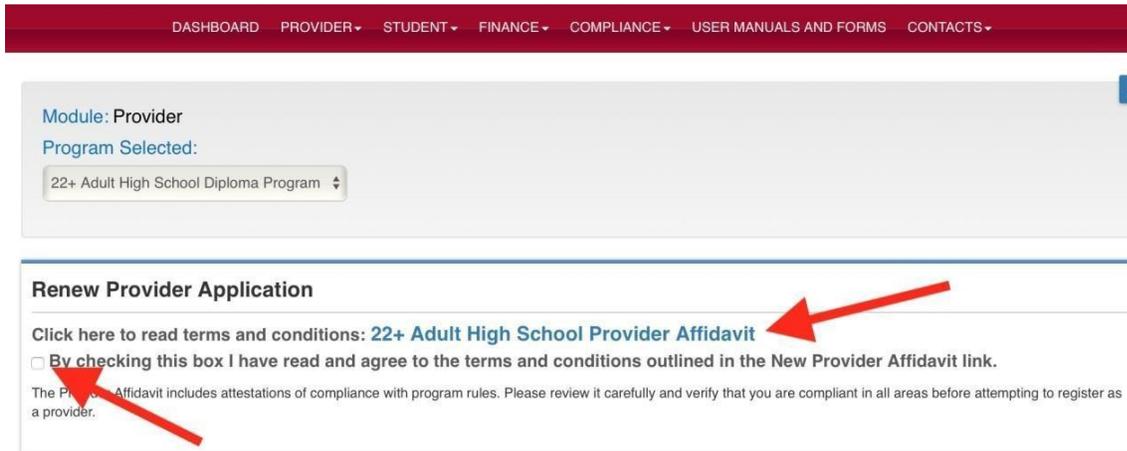
e) New providers select the correct organization and click START APPLICATION, which expands the box. Complete the TaxId box and confirm the Application Period is set to *Adult Participant FY 2026*, then click *Submit*.
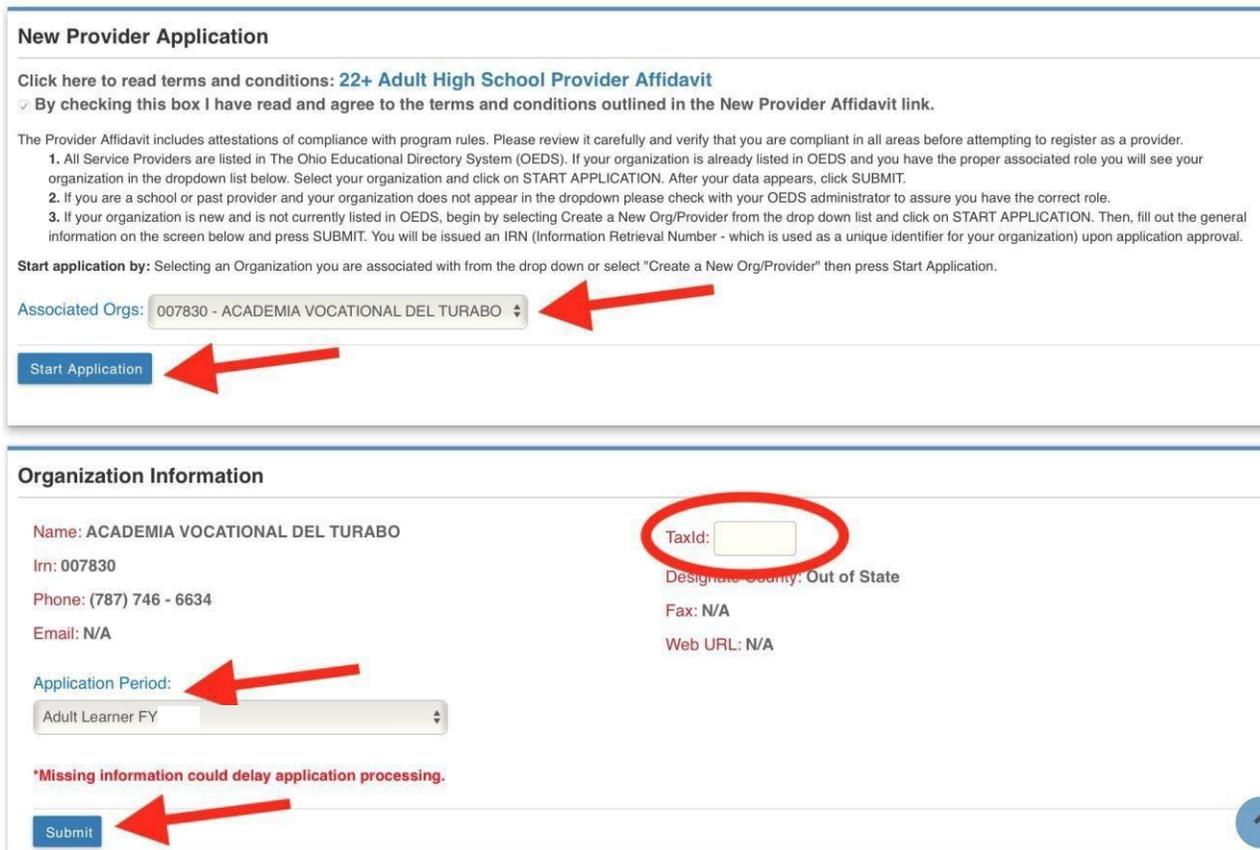
f) Providers renewing their applications will click START RENEWAL, which expands the box. Confirm the Application Period is set to the appropriate fiscal year. Click *Renew Application*.

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.

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 updated responses for each of the eight questions.

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

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

Sections

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	🟩
Program differences between adult learners and K-12 grade students	1/1	🟩

In Progress

Export to PDF

Questions

Question : Graduation rate Question Count : 1

» Question

Specify the educational institution's 4, 5, 6, 7 and 8 (if applicable) year graduation rate from the previous year's Local Report Card.

** 2,000 character maximum response for each question.

Enter text here

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.

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

Buildings

IRN	PHYSICAL ADDRESS	ACCEPTING	APPROVED	WITHDRAWN	TERMINATED
006635	5327 Hutchinson Rd Batavia, Ohio 45103-9511	☐			

Save

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)

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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.
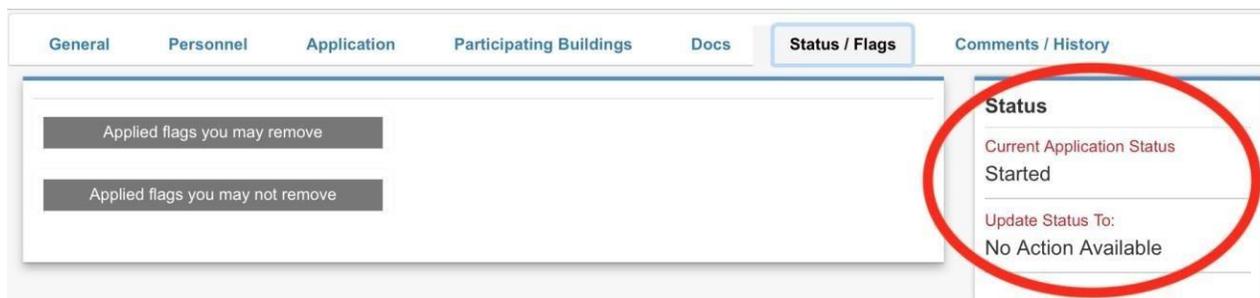
12. Participant Content, Electives and Assessment Info
    Comments can be made by the HSD Authorizer, HSD Nominator, superintendent, superintendent designee and/or the Ohio Department of Education 22+ HSD Program Administrator. Notices are **not** provided to the authorizer, nominator, superintendent, or designee and/or the department administrator when a comment is made. **The function of the comment box is for historical notesonly.**
    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 applicationperiod ends June 30 of the fiscal year.

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

Department of Education & Workforce

Contact Information

For questions regarding the 22+ Program, please contact:

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