ADP Provider Application Manual
May 2024

May 2024

Ohio **Department of Education & Workforce**

Table of Contents

Department of Education & Workforce

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 high school 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 industry credential(s) for the program.

Adult Diploma Program

Adults must meet the following criteria to participate in the Adult Diploma Program:

- Be at least 18 years of age;
- Have not received a valid high school diploma or equivalent; and
- Be an Ohio resident.

Provider Eligibility

The following institutions are eligible to be providers:

- A community college established under Chapter 3354 of the Revised Code;
- A technical college established under Chapter 3357 of the Revised Code;
- A state community college established under Chapter 3358 of the Revised Code;
- An Ohio technical center recognized by the chancellor that provides post-secondary workforce education.

The guidance information included in this manual provides a step-by-step process for completing an Adult Diploma Program Provider Application.

Ohio Department of Education & Workforce

Completing the Application: Step-by-Step

1. Log-in to your OH | ID Account

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 as shown above, follow step 2 on the next page. Otherwise, proceed to step 3.

Department of Education & Workforce

2. Request Access to Adult Learner/Scholarship/CCIP

a) Your OEDS Administrator must assign you the *ADP Nominator* role.

b) Click the following tile:
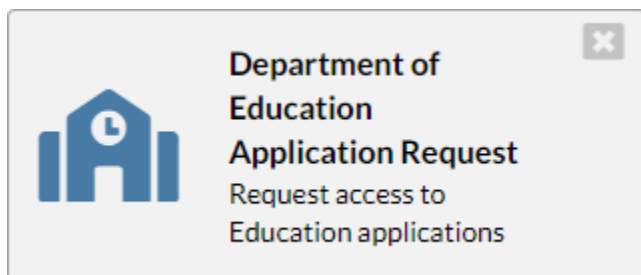
c) Application Request

  A. Enter information in the four text boxes: Name, Email, Phone and Extension
  B. Application: Select *Adult Learner*
  C. Membership Requested: Select *HSD Provider Applicant.*
  Providers **never** select Adult Learner for the Membership Requested.
  D. Reason: *Include your school name, job title, and the reason for requesting access to the Adult Learner Provider Application.*
  E. Once entered, click *Submit.*

d) Application Roles

  Employees of public schools who are authorized to access the Adult Diploma Program must have the *ADP Nominator* OEDS role. The ADP Nominator completes and submits the Provider Application.

  This role is assigned by the school's OEDS program administrator.

Department of Education & Workforce

BEGIN HERE (Step 3) if you already have access to the Adult Learner Web System.

3. Access the Adult Learner Web System
Once access is granted to the Adult Diploma Program Application, eligible organizations may apply by clicking on the Adult Learner web system.
In the top left of the screen, click *Select Program*. Select *Adult Diploma Program*.
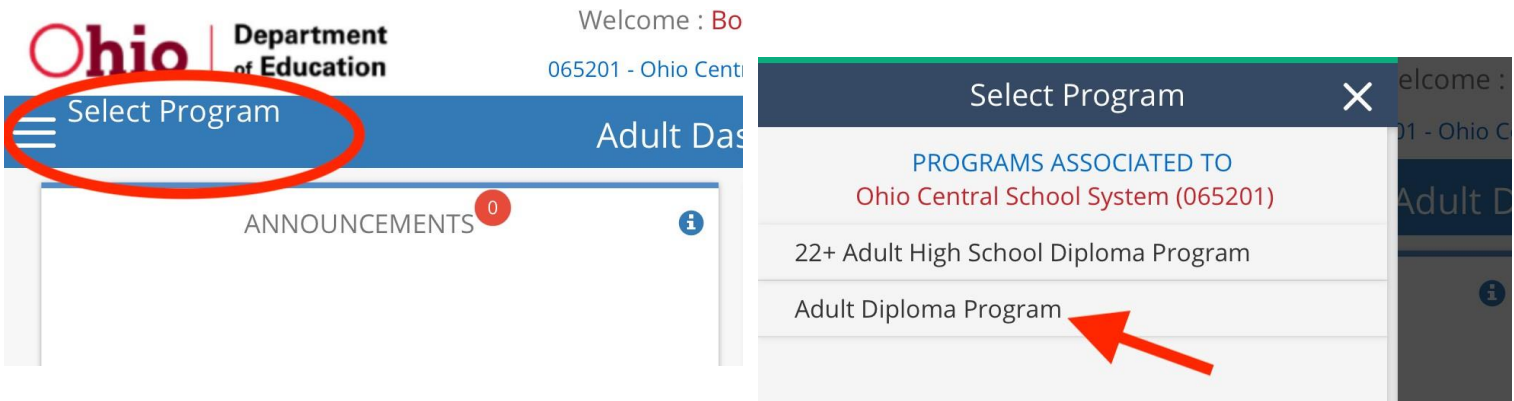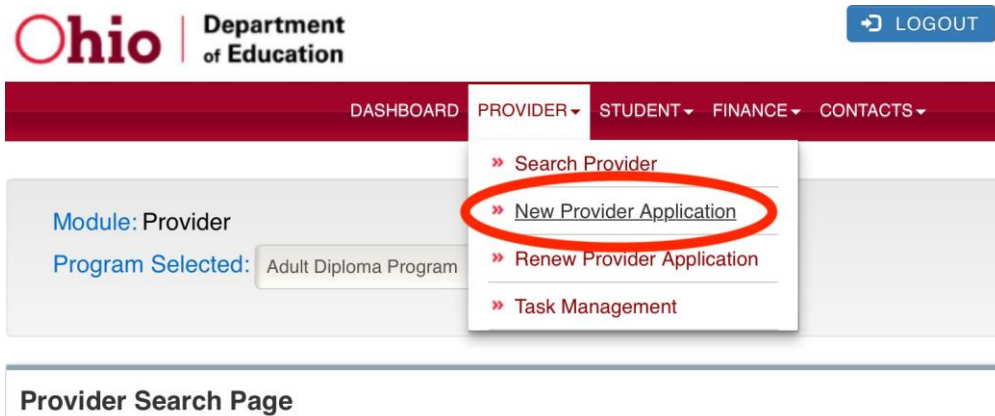

4. To Begin a Provider Application
a) If you are associated with more than one organization, you will select your organization from a drop-down menu. Select *Adult Diploma Program*. Click *Continue*. The *Provider Search Page* should appear.

b) If you are associated with one organization, you will see the *Provider Search Page*.

c) **NEW Providers:** Select *New Provider Application* under the Provider Tab.

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

e) Click to read the terms and conditions of the *ADP 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.

f) New providers select the correct organization and click START APPLICATION, which expands the box. Complete the TaxId box, confirm the Application Period is set to *Adult Diploma FY 2025*, and click *Submit.*

Department of Education & Workforce

g) Providers renewing their applications click START RENEWAL, which expands the box. Confirm the Application Period is set to Adult Diploma FY 2025 and click *Renew Application.*

Renew Provider Application

☑ **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.

    1. 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.

    2. 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.

    3. 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: 065201 - Ohio Central School System

[Start renewal]

Organization Information

Name: **Ohio Central School System**   TaxId:

Irn: **065201**   Designate

Phone: (Fax: (

Email: **Refresh@Fakemail.com**   Web URL: **N/A**

Application Period: [_____]

[Renew Application]

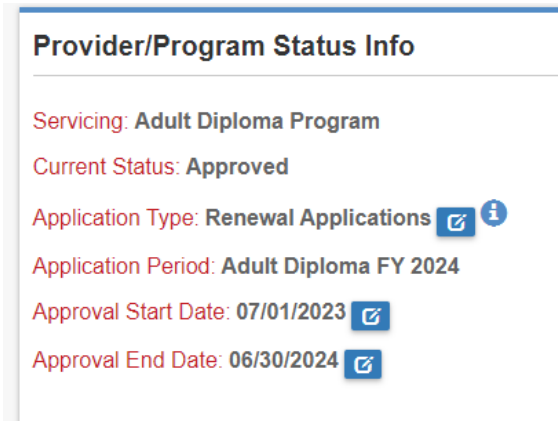Ohio **Department of Education & Workforce**

6. General Information Tab

a) The information on this tab is pulled from OEDS. If something is incorrect, notify your OEDS Administrator.

065201 - Ohio Central School System   Period: **Adult Diploma FY**   Type: **Renewal Applications**   Status: **Started**

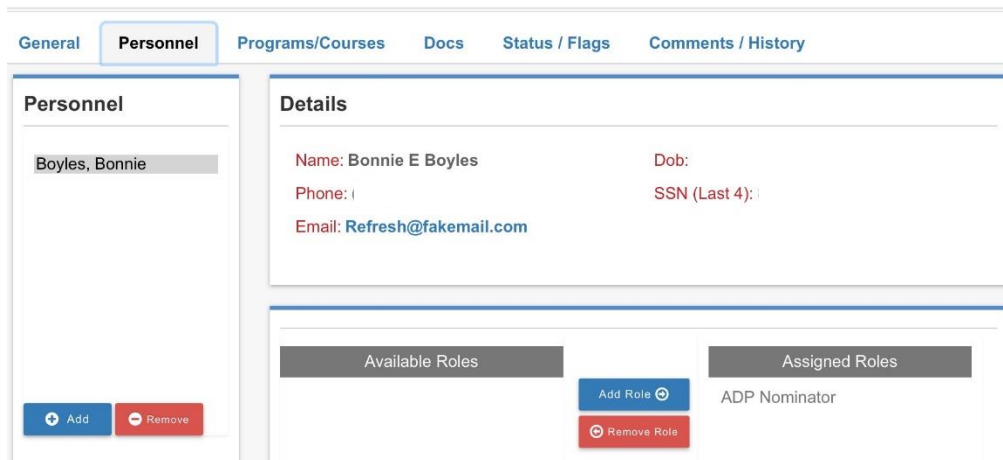| General | Personnel | Programs/Courses | Docs | Status / Flags | Comments / History |
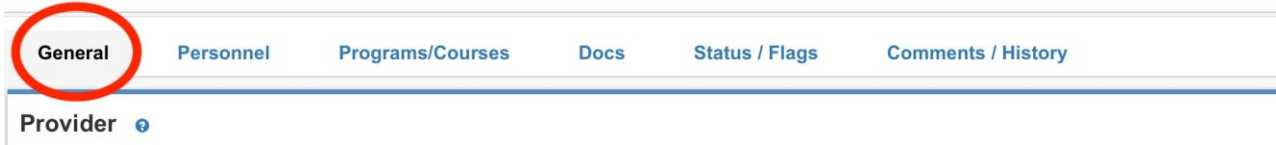
Provider ❔

b) Go to the box titled *Provider/Program Status Info* on the bottom right. Confirm the Application Type is accurate. If it is incorrect, click the *Edit* icon, select the appropriate application type from the drop-down menu, and click the save icon.

Provider/Program Status Info

Servicing: **Adult Diploma Program**

Current Status: **Approved**

Application Type: **Renewal Applications** 🖉 ⓘ

Application Period: **Adult Diploma FY 2024**

Approval Start Date: **07/01/2023** 🖉

Approval End Date: **06/30/2024** 🖉

7. Personnel Tab

Click on *ADD* or *REMOVE* to modify the staff members who have access to the Adult Diploma Program.

065201 - Ohio Central School System   Period: **Adult Diploma FY**   Type: **Renewal Applications**
Status: **Started**

| General | Personnel | Programs/Courses | Docs | Status / Flags | Comments / History |

Personnel

Boyles, Bonnie

➕ Add   ➖ Remove

Details

Name: Bonnie E Boyles   Dob:

Phone: SSN (Last 4):

Email: Refresh@fakemail.com

Available Roles		Assigned Roles
	Add Role ⊕	ADP Nominator
	Remove Role ⊖	

Ohio **Department of Education & Workforce**

8. Programs/Courses Tab
a) Click *Add New Program.*

065201 - **Ohio Central School System**   Period: **Adult Diploma FY**   Type: **Renewal Applications**   Status: **Started**

General	Personnel	Programs/Courses	Docs	Status / Flags	Comments / History

Programs

⊕ Add New Progam

SEARCH: [   ]

ONET NUMBER	PROGRAM NAME	INDUSTRY SECTOR NAME	OCCUPATION NAME	TOTAL HOURS	MATH WORK KEY SCORE	READING WORK KEY SCORE	LOC WORK KEY SCORE	TOTAL APPLICATION COUNT	EDIT	DELETE	APPROVED	DETAILS

b) Select the appropriate O-NET number from the drop-down menu.

Add Program   ×

O-Net Number
[---SELECT O-Net Number--- ⇕]

Program Name
[   ]

Industry Sector Name
[   ]

Occupation Name
[   ]

Math Work Key Score
[   ]

Reading Work Key Score
[   ]

Loc Work Key Score
[   ]

⊗ Cancel   ⊙ Add New Program

Department of Education & Workforce

c) All data fields are populated except the *Program Name*. Providers can name the program to match the school's program guide. Click *Add New Program* at the bottom.
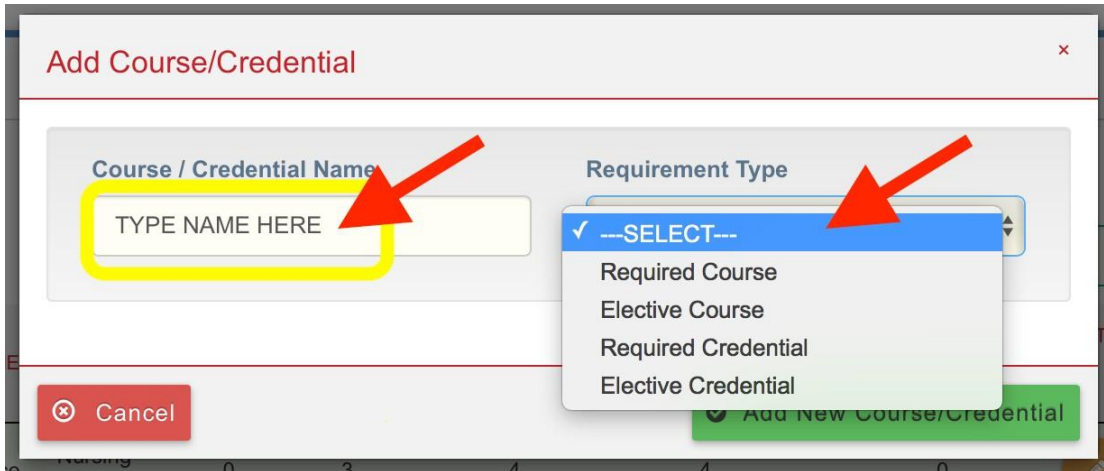

d) Click *Add New Course / Credential*.

e) Type the course or credential name and select the appropriate title from the drop- down menu. Continue this process until all credentials and courses are listed. Courses additions require the number of hours. Credentials are automatically zero hours.


After you complete this process for ONE program, please review the information by clicking the magnifying glass under *Details*.

Note: Complete this process for EACH program you will offer for FY25.

9. Docs Tab

New providers: Upload the Syllabus for each program and Program Pathway Document by clicking on *Upload Documents*. You can drag and drop or click to browse for a document.

Renewing Providers: You may *Upload Documents* OR *Import Document(s) From Other Programs* to import your pathway document and syllabi from FY25. Importing documents is acceptable if there are no changes to the document.
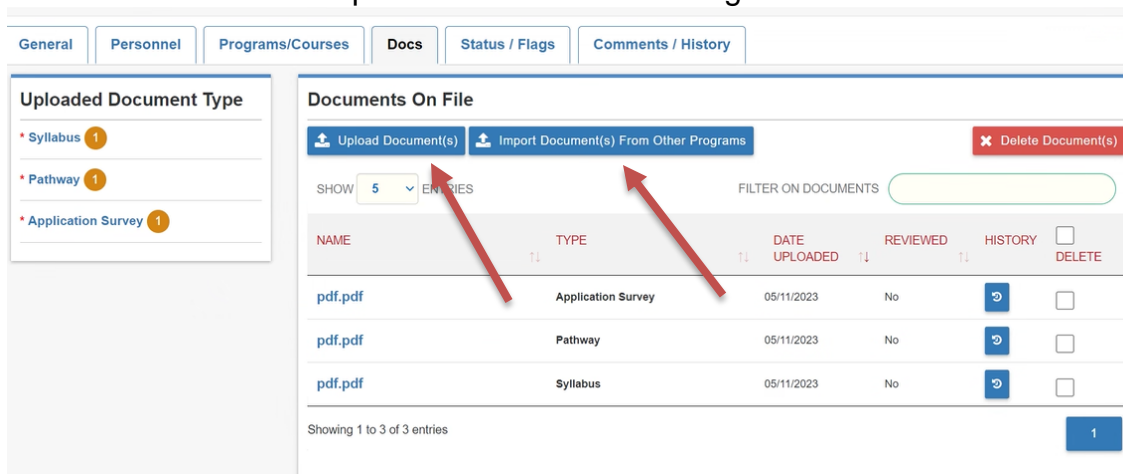
10. Status/Flags Tab

After you have entered **ALL** programs and have reviewed the application for accuracy, click *Submitted*.

065201 - Ohio Central School System   Period: Adult Diploma FY   Type: Renewal Applications   Status: Started

| General | Personnel | Programs/Courses | Docs | **Status / Flags** | Comments / History |

Applied flags you may remove

Applied flags you may not remove

Status

Current Application Status
Started

Update Status To:
Submitted
or
Withdrawn

11. Student Content, Electives and Assessment Info

Comments can be made by the nominator, superintendent and/or the Ohio Department of Education Adult Diploma Program Administrator. Notices are **not** provided to the nominator, superintendent 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.

12. Annual Renewal of the Provider Application

Approved Providers are required to renew their application annually. The funding for this application period ends June 30, 2024.

The Department's <u>Notice of Non-Discrimination</u> applies to all programs and activities.

Department of Education & Workforce

Contact Information

For questions regarding the Adult Diploma Program please contact:

Dean Scheiderer
Education Program Specialist
Office of Career-Technical
Education 614-387-2254
dean.scheiderer@education.ohio.gov