ADP Provider Application Manual May 2024



May 2024







Department of Education & Workforce

Table of Contents

Guidance	3
Adult Diploma Program	3
Provider Eligibility	3
Completing the Application: Step-by-Step	4
Contact Information	. 14



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.



Completing the Application: Step-by-Step

1. Log-in to your OH | ID Account

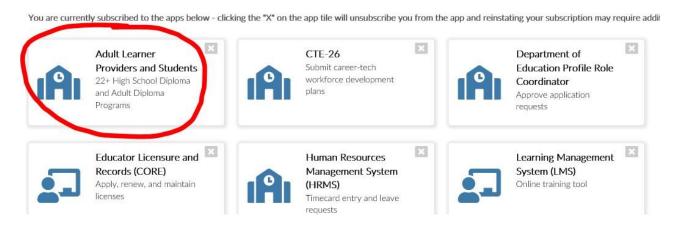
Sign-in to your OH | ID account via the login page

⊖OH|ID

		OH ID Username:
and the second s	Please login to access the Ohio ID Portal using your	
	OH ID Account.	Password
	Please click the link below to create your OH ID Account in a few simple steps.	۲
adding the	Create New Account >	🔒 Log In
		Forgot username/password?
Attention: As of May 13, 2	2019, the Department of Education has been	Need Help?
•	ease create an OH ID account to access essed through the SAFE portal. Thank you!	

You should be taken to a page of your applications. They now appear as tiles:

My Apps



If you do NOT have the Adult Learner tile as shown above, follow step 2 on the next page. Otherwise, proceed to step 3.



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.

r	SAFE Applic	ation Request		
I				
I	CONTACT INF	ORMATION *Change contact informat	ion if needed for request purposes only*	
	Name:		*Email:	
I	Phone:	- <u></u>	Extension:	
I	REQUEST INF	ORMATION		
I	*Application:	Adult Learner	*Membership Requested:	HSD Provider Applicant
I				
		In the reason box below, please indicate whether you are a student or a provider you are a provider, indicate your job title and institution.	. If	
	*Reason:			
	*Required			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.



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*.

Obio Department	Welcome : <mark>Bo</mark>			
Select Program	065201 - Ohio Cent	Select Program	X	elcome :
	Adult Das	PROGRAMS ASSOCIATED TO		01 - Ohio C
ANNOUNCEMENTS	0	Ohio Central School System (065201)		Adult D
ANNOUNCEMENTS	•	22+ Adult High School Diploma Program		
		Adult Diploma Program		6

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.

Chio Department of Education	J LOGOUT
DASHBOARD	PROVIDER - STUDENT - FINANCE - CONTACTS -
Module: Provider Program Selected: Adult Diploma Program	 » Search Provider » New Provider Application » Renew Provider Application » Task Management

Provider Search Page



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

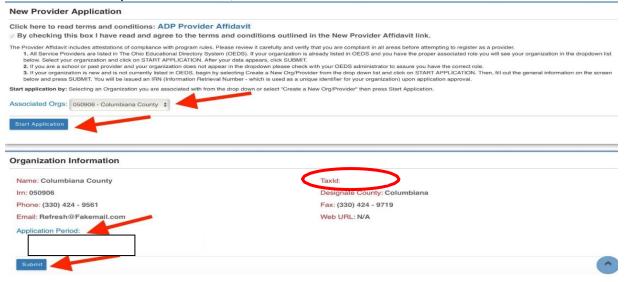
	» Search Provider	
Aodule: Provider	» New Provider Application	
Program Selected:	» Renew Provider Application	
Adult Diploma Program	* * Task Management	

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.

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.

	DASHBOARD	PROVIDER -	STUDENT -	FINANCE -	CONTACTS -
Module: Provider					-
Program Selected:					
Adult Diploma Program	¢				
New Provider Application					•
Click here to read terms and cond				ons outline	ed in the New Provider Affidavit link.
The Process Addavit includes attestations or register as a provider.	f compliance with	program rules.	Please review	it carefully and	d verify that you are compliant in all areas before attempting to

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.





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

I 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

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

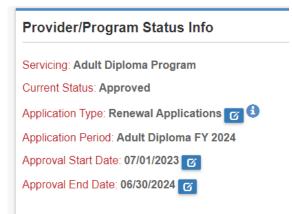


6. General Information Tab

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

	065201 - Ohio Cent	ral School System Per	iod: Adult Diplo	oma FY Ty	pe: Renewal Applications	Status: Started
General	Personnel	Programs/Courses	Docs	Status / Flag	s Comments / Histor	У
Provide	r e					

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.



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		Adult Diploma FY s: Started	Type: Renewal Applications
General	Personnel	Programs/Courses	Docs	Status / Flags	Comments / History
Person	nel	Details			
Boyles,	Bonnie	Name: Bonnie I Phone: (Email: Refresh(l.com	Dob: SSN (Last 4):
🕈 Add	Remove	Availat	ole Roles		Assigned Roles ADP Nominator



8. Programs/Courses Tab

a) Click Add New Program.

065201 - Ohio Central School System Period: Adult Diploma FY Type: Renewal Applications Status: Started Personnel Programs/Courses Status / Flags General Docs **Comments / History** Programs 🕂 Add New Progam SEARCH: ONET NUMBER INDUSTRY SECTOR NAME LOC WORK KEY SCORE TOTAL APPLICATION COUNT PROGRAM OCCUPATION TOTAL MATH WORK READING WORK EDIT DELETE APPROVED DETAILS NAME NAME HOURS KEY SCORE KEY SCORE

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

O-Net Number	Program Name
SELECT O-Net Number	•
Industry Sector Name	Occupation Name
Math Work Key Score	Reading Work Key Score
Loc Work Key Score	



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.

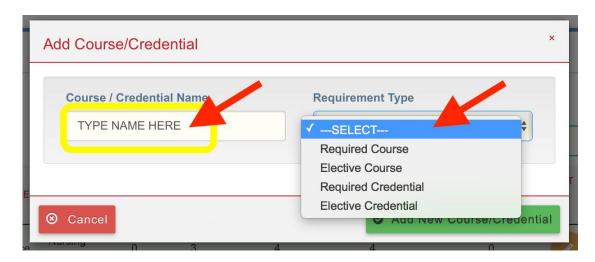
Add Program	X
O-Net Number 31-1014.00	Program Name
Industry Sector Name Health Science	Occupation Name Nursing Assistants
Math Work Key Score	Reading Work Key Score
Loc Work Key Score	
⊗ Cancel	Add New Program

d) Click Add New Course / Credential.

Genera	il Pe	ersonnel	Programs/	Courses	Docs	Status	/ Flags	Comments /	History			
Provider Bucket Details												
Provider E \$0.00	Bucket Amo		Total Provider A \$0.00	warded A	mount	Total Left to a \$0.00	Award					
Progra												0
🕂 Add Ne	ew Progam							SEARCH				
ONET NUMBER	PROGRAM NAME	INDUSTRY SECTOR NAM	OCCUPATION E NAME	TOTAL HOURS	MATH WORK KEY SCORE	READING WORK KEY SCORE	LOC WORK KEY SCORE	TOTAL APPLICATION COUNT	EDIT	DELETE	APPROVED	DETAILS
31- 1014.00	STNA	Health Scienc	e Nursing Assistants	0	3	4	4	0	0	×		٩
Showing 1 t	o 1 of 1 entrie	:5										1
🔂 Add N	lew Course/	Credentials										^



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.

Jploaded Document Type	Documents On File	9				
Syllabus 1	1 Upload Document(s)	1mport Document(s) From Other Pro	ograms		X Delete	Document(
Pathway 1		s 🔪	FILTER ON DOCUMEN	TS		
Application Survey 1	NAME	TYPE ↑J	DATE ↑↓ UPLOADED ↑	REVIEWED	HISTORY	DELETE
	pdf.pdf	Application Survey	05/11/2023	No	ಾ	
	pdf.pdf	Pathway	05/11/2023	No	છ	
	pdf.pdf	Syllabus	05/11/2023	No	ా	



10. Status/Flags Tab

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

06	5201 - Ohio Centr	al School System Period	: Adult Diplor	ma FY Type: R	enewal Applicati	ons Status: Started
General	Personnel	Programs/Courses	Docs	Status / Flags	Comments / I	History
						Status
Applied	l flags you may ren	nove				Current Application Status
Applied f	lags you may not re	emove				Started
						Update Status To:
				_		Submitted
						or

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.



Contact Information

For questions regarding the Adult Diploma Program please contact:

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

