Adult Diploma Program

Provider
FY22
Application Manual

October 2021
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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 20 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

   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.
2. Request Access to Adult Learner/Scholarship/CCIP
   
   a) Your OEDS Administrator must assign you the *ADP Nominator* role.
   
   b) Click the following tile:

   ![Department of Education Application Request](image)

   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.*

   ![SAFE Application Request](image)

   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.

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.

![Renew Provider Application](image)

- 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.

![ADP Provider Affidavit](image)

- 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 2022*, and click *Submit*. 

![New Provider Application](image)
Providers renewing their applications click START RENEWAL, which expands the box. Confirm the Application Period is set to Adult Diploma FY 2022 and click Renew Application.
6. General Information Tab

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

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

   ![Add New Program Button]

   ![Select O-NET Number]

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

   ![Add Program Dialog]

   ![Program Details]
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 FY22.

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 FY21. 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**.

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, 2022.

Contact Information
For questions regarding the Adult Diploma Program please contact:
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