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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

   ![OH | ID Login](image)

   Please login to access the Ohio ID Portal using your OH|ID Account.
   Please click the link below to create your OH|ID Account in a few simple steps.
   [Create New Account]

   **Attention:** As of May 13, 2019, the Department of Education has been integrated with OH|ID. Please create an OH|ID account to access applications formerly accessed through the SAFE portal. Thank you!

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

   ![My Apps](image)

   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 screenshot](image)

- 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.

![New Provider Application screenshot](image)

- New 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.


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 2023*, and click **Submit**.

![New Provider Application screenshot](image)

- New 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.

  **Start application by:** Selecting an Organization you are associated with from the drop down or select "Create a New Org/Provider" then press **Start Application**.

  **Organization Information**

  - Name: Columbiana County
  - Imn: 059906
  - Phone: (330) 424 - 8661
  - Email: Retrieh@Fakemail.com
  - Application Period: [Select Cancer FY 2023]
  - TaxId: [Select Columbiana County]
  - Designate County: Columbiana
  - Fax: (330) 424 - 9719
  - Web URL: N/A

  - Submit
g) Providers renewing their applications click START RENEWAL, which expands the box. Confirm the Application Period is set to Adult Diploma FY 2023 and click *Renew Application*.

![Renew Provider Application](image)

![Organization Information](image)

- **Name:** Ohio Central School System
- **Im:** 065201
- **Phone:**
- **Email:** Refresh@Fakemail.com
- **Application Period:**

![Start renewal button](image)

![Renew Application button](image)
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.

   b) Select the appropriate O-NET number from the drop-down menu.
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 FY23.

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 FY22. 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, 2023.
Contact Information
For questions regarding the Adult Diploma Program please contact:

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