

# ADP Provider Application Manual

## November 2023



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**Department of  
Education &  
Workforce**

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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 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

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!

Username:

Password

[Log In](#)

[Forgot username/password?](#)

[Need Help?](#)

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

### My Apps

You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require addi

**Adult Learner Providers and Students**  
22+ High School Diploma and Adult Diploma Programs

**CTE-26**  
Submit career-tech workforce development plans

**Department of Education Profile Role Coordinator**  
Approve application requests

**Educator Licensure and Records (CORE)**  
Apply, renew, and maintain licenses

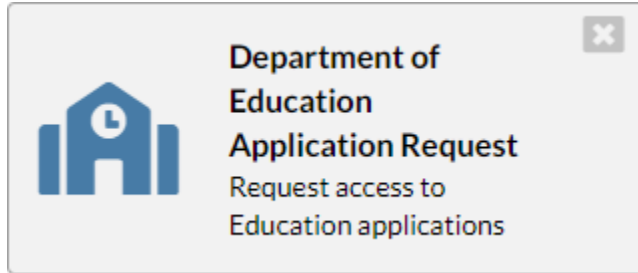
**Human Resources Management System (HRMS)**  
Timecard entry and leave requests

**Learning Management System (LMS)**  
Online training tool

**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*.

The screenshot shows the 'SAFE Application Request' form. It is divided into two main sections: 'CONTACT INFORMATION' and 'REQUEST INFORMATION'.  
- In the 'CONTACT INFORMATION' section, there are fields for 'Name', 'Email', 'Phone', and 'Extension'. A red arrow points to the 'Name' field.  
- In the 'REQUEST INFORMATION' section, there are two dropdown menus: '\*Application:' (set to 'Adult Learner') and '\*Membership Requested:' (set to 'HSD Provider Applicant'). A red arrow points to the 'Membership Requested' dropdown.  
- Below these dropdowns is a text area for 'Reason:'. A red arrow points to this text area.  
- At the bottom right of the form is a 'Submit' button. A red arrow points to this button.  
- A note in the 'REQUEST INFORMATION' section states: 'In the reason box below, please indicate whether you are a student or a provider. If you are a provider, indicate your job title and institution.' A red arrow points to this note.  
- A '\*Required' label is located at the bottom left of the form.

### 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.

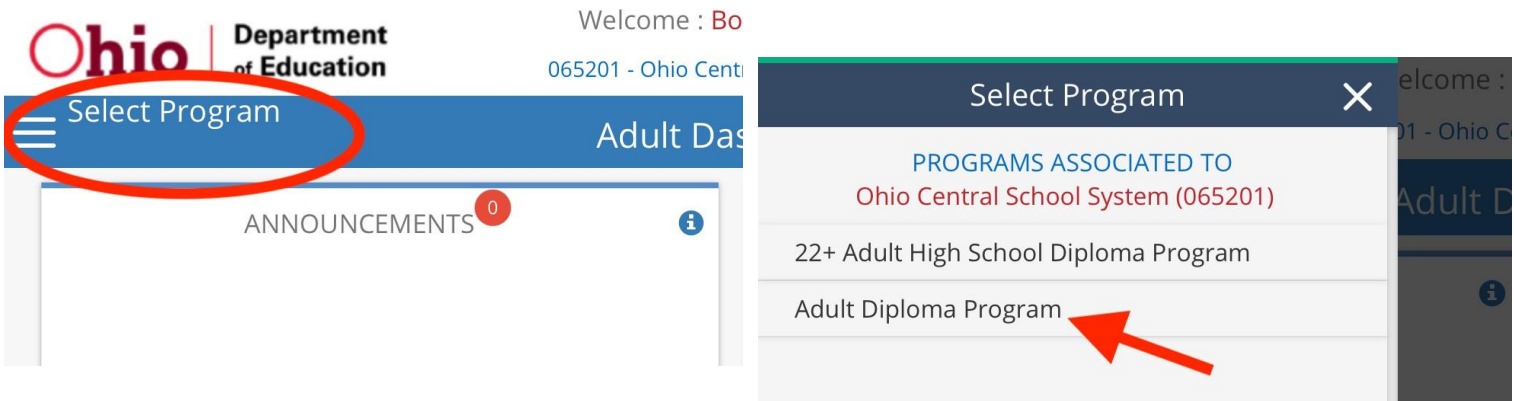
This role is assigned by the school's OEDS program administrator.

**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*.

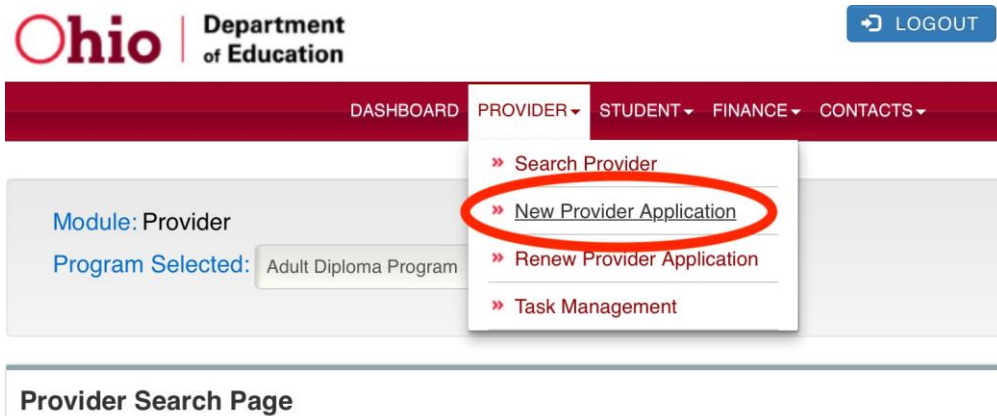


### 4. To Begin a Provider Application

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.

The screenshot shows a navigation bar with 'DASHBOARD', 'PROVIDER', 'STUDENT', 'FINANCE', and 'CONTACTS'. The 'PROVIDER' dropdown menu is open, showing options: 'Search Provider', 'New Provider Application', 'Renew Provider Application' (circled in red), and 'Task Management'. Below the menu, the 'Module: Provider' section shows 'Program Selected: Adult Diploma Program'. The main content area is titled 'Renew Provider Application' and contains a checkbox with the text: '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.

The screenshot shows the 'New Provider Application' form. At the top, it says 'Module: Provider' and 'Program Selected: Adult Diploma Program'. The main section is titled 'New Provider Application' and contains a link: 'Click here to read terms and conditions: [ADP Provider Affidavit](#)'. Below this is a checkbox with the text: '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.' Red arrows point to the link and the checkbox.

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 2024*, and click *Submit*.

The screenshot shows the 'New Provider Application' form with several fields and buttons. The 'Associated Orgs:' dropdown is set to '050906 - Columbiana County'. Below this is a 'Start Application' button. The form is expanded to show 'Organization Information' with the following details: Name: Columbiana County, Icn: 050906, Phone: (330) 424 - 9561, Email: Refresh@Fakemail.com, TaxId: (circled in red), Designate County: Columbiana, Fax: (330) 424 - 9719, Web URL: N/A. The 'Application Period:' dropdown is set to 'Adult Diploma FY 2024'. At the bottom is a 'Submit' button. Red arrows point to the 'Associated Orgs' dropdown, the 'Start Application' button, the 'TaxId' field, the 'Application Period' dropdown, and the 'Submit' button.

- g) Providers renewing their applications click START RENEWAL, which expands the box. Confirm the Application Period is set to Adult Diploma FY 2024 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**

<b>Name:</b> Ohio Central School System	<b>TaxId:</b>
<b>Irn:</b> 065201	<b>Designate:</b>
<b>Phone:</b> (	<b>Fax:</b> (
<b>Email:</b> Refresh@Fakemail.com	<b>Web URL:</b> N/A

**Application Period:**

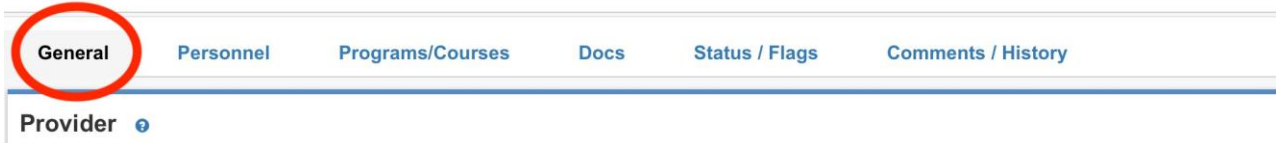
[Renew Application](#) 




## 6. General Information Tab

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

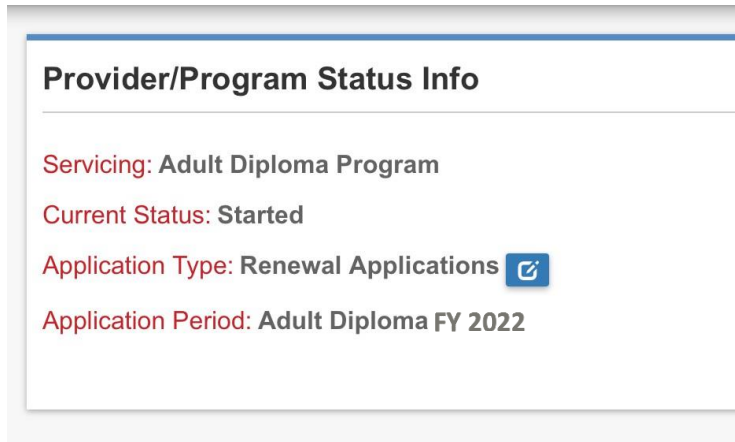
065201 - Ohio Central School System    Period: Adult Diploma FY    Type: Renewal Applications    Status: Started



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: Started

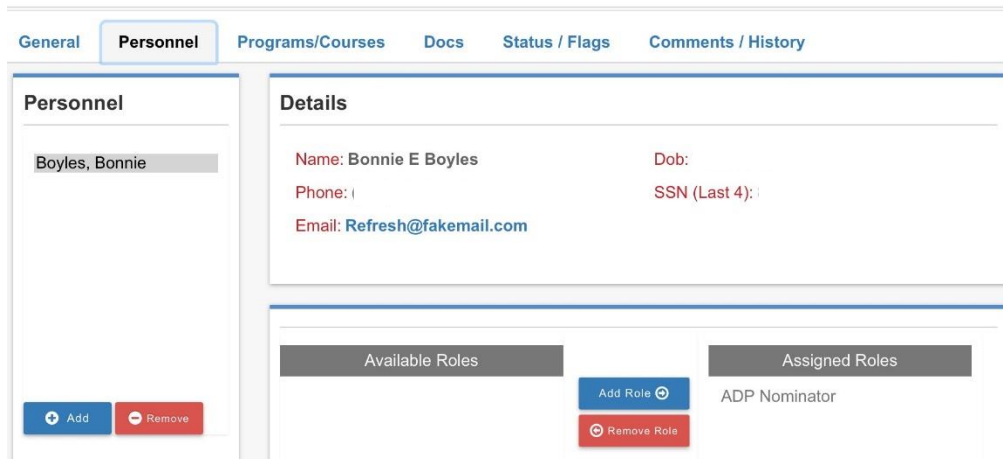
Application Type: Renewal Applications 

Application Period: Adult Diploma FY 2022

## 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



**Details**

Name: Bonnie E Boyles    Dob:   

Phone:    SSN (Last 4):   

Email: Refresh@fakemail.com

Available 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

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

### Programs



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

**Add Program**

O-Net Number

Program Name

Industry Sector Name

Occupation Name

Math Work Key Score

Reading Work Key Score

Loc Work Key Score

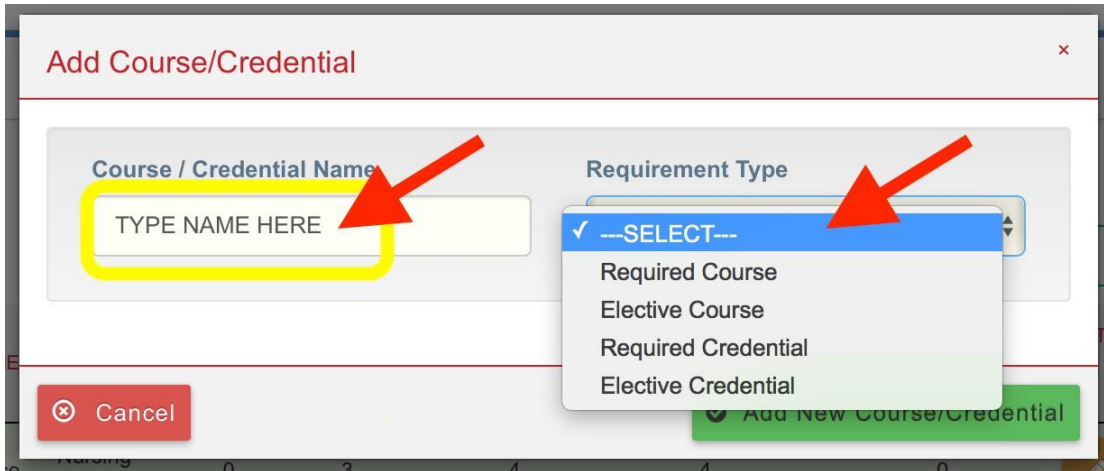
- c) All data fields are populated except the *Program Name*. Providers can name the program to match the school's program guide. Click *Add New Program* at the bottom.

The screenshot shows a modal window titled "Add Program". It contains several input fields: "O-Net Number" (31-1014.00), "Program Name" (empty, highlighted with a red oval), "Industry Sector Name" (Health Science), "Occupation Name" (Nursing Assistants), "Math Work Key Score" (3), "Reading Work Key Score" (4), and "Loc Work Key Score" (4). At the bottom, there are two buttons: "Cancel" and "Add New Program". A red arrow points from the "Add New Program" button in this modal to the "Add New Course/Credentials" button in the screenshot below.

- d) Click *Add New Course / Credential*.

The screenshot shows a web interface with tabs: "General", "Personnel", "Programs/Courses", "Docs", "Status / Flags", and "Comments / History". The "Programs/Courses" tab is active. It displays "Provider Bucket Details" with three columns: "Provider Bucket Amount" (\$0.00), "Total Provider Awarded Amount" (\$0.00), and "Total Left to Award" (\$0.00). Below this is a "Programs" section with a table. The table has columns: 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, and DETAILS. The table contains one entry: ONET NUMBER 31-1014.00, PROGRAM NAME STNA, INDUSTRY SECTOR NAME Health Science, OCCUPATION NAME Nursing Assistants, TOTAL HOURS 0, MATH WORK KEY SCORE 3, READING WORK KEY SCORE 4, LOC WORK KEY SCORE 4, TOTAL APPLICATION COUNT 0. Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom left, there is a button "Add New Course/Credentials" with a red arrow pointing to it.

- 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 FY24.

## 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 FY23. Importing documents is acceptable if there are no changes to the document.

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

Uploaded Document Type

- \* Syllabus 1
- \* Pathway 1
- \* Application Survey 1

Documents On File

Upload Document(s) Import Document(s) From Other Programs Delete Document(s)

SHOW 5 ENTRIES FILTER ON DOCUMENTS

NAME	TYPE	DATE UPLOADED	REVIEWED	HISTORY	DELETE
pdf.pdf	Application Survey	05/11/2023	No		<input type="checkbox"/>
pdf.pdf	Pathway	05/11/2023	No		<input type="checkbox"/>
pdf.pdf	Syllabus	05/11/2023	No		<input type="checkbox"/>

Showing 1 to 3 of 3 entries

## 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.

## 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](mailto:dean.scheiderer@education.ohio.gov)