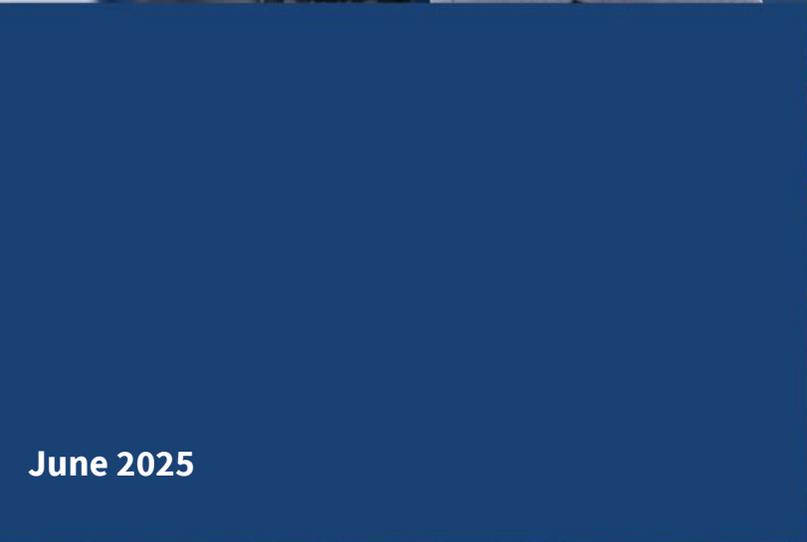


ADP Provider Application Manual



June 2025



**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.
- The required WorkKeys scores are a minimum of “4” on each of the three assessments: Applied Mathematics, Graphic Literacy, and Workplace Documents.

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;
- Be officially withdrawn from school; and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:

My Apps

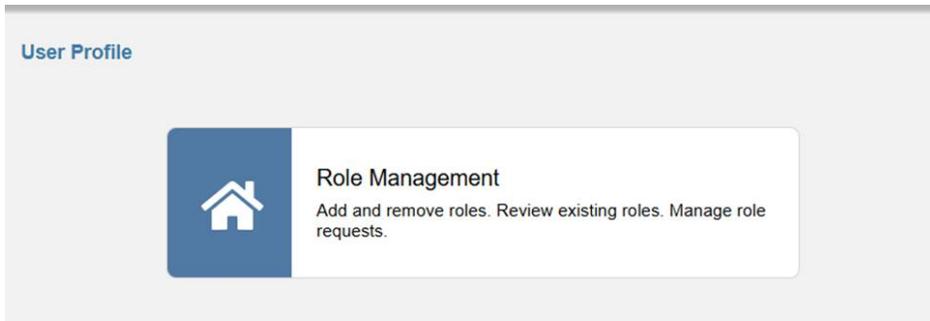
You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require addi

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

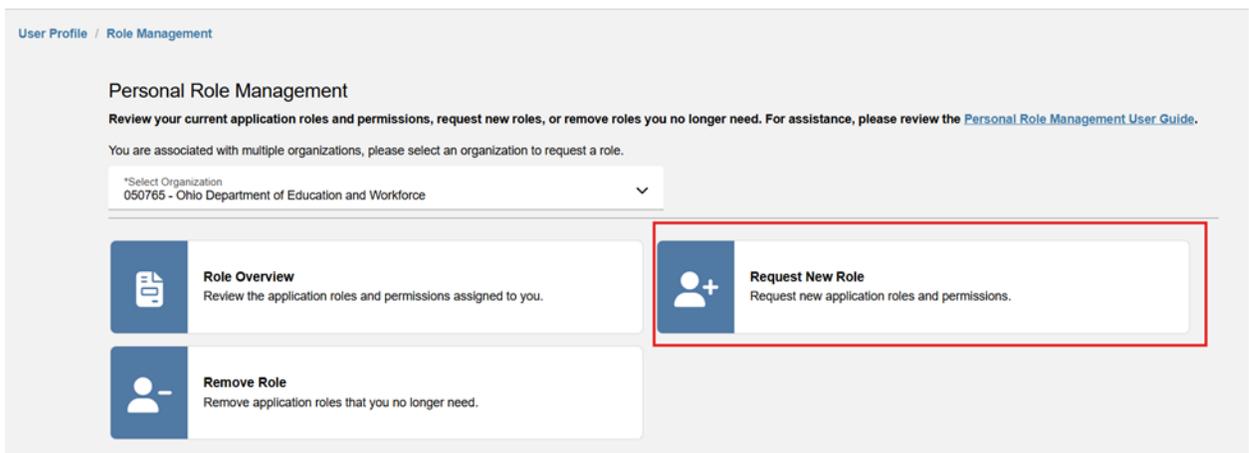
- 1. Request Adult Learner Role
 - a) You Must Request A role
 - b) Click the following tile:



- c) Select Role Management



- d) Click on Request New Role



e) Select “Select Role Groups” and enter the org name and select the radio button “select Role “

User Profile / Role Management / Request New Role

Please choose the role group for which you are requesting a role. *(Required)

*Select Role Groups
Roles assigned to district, school and other educational organization staff members

074864 - Owens State Community College

Request New Role

*Select Role By System *Select Role Directly

*Select Role

f) Choose HSD Authorizer or HSD Nominator from the request new role dropdown

User Profile / Role Management / Request New Role

Please choose the role group for which you are requesting a role. *(Required)

*Select Role Groups
Roles assigned to district, school and other educational organization staff members

074864 - Owens State Community College

Request New Role

*Select Role By System *Select Role Directly

*Select Role

- HSD Authorizer
- HSD Nominator
- Homeless Liaison-ESSA
- Intervention Specialist-Gifted and Talented
- Leader-RtTT Transformation Team
- Local Authorizer-EMIS DC
- Manager

Cart Is Empty

g) Click Add roles to cart

Please choose the role group for which you are requesting a role.

*Select Role Groups
Roles assigned to district, school and other educational organization staff members

074864 - Owens State Community College

Request New Role

*Select Role By System *Select Role Directly

ADP Authorizer

Role Information

*Reason for requesting the role.

Reason
Test

*Effective Date
06/26/2025

*Add Role(s) to Cart

h) Click “Submit Role Request”

Please choose the role group for which you are requesting a role. *(Required)

*Select Role Groups
Roles assigned to district, school and other educational organization staff members

074864 - Owens State Community College

Request New Role

*Select Role By System *Select Role Directly

*Select Role

Roles Added to Request Cart: 1

ADP Authorizer

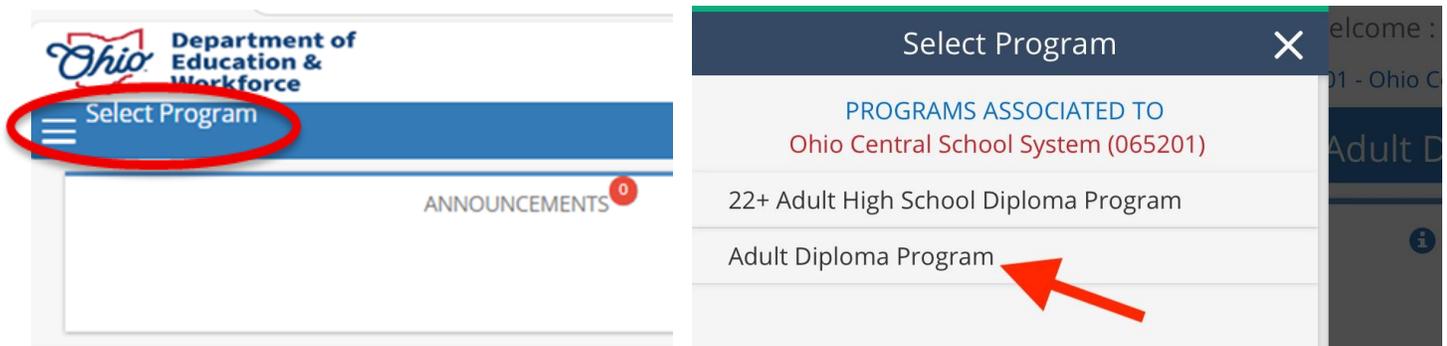
Back Submit Role Request

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

2. 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*.

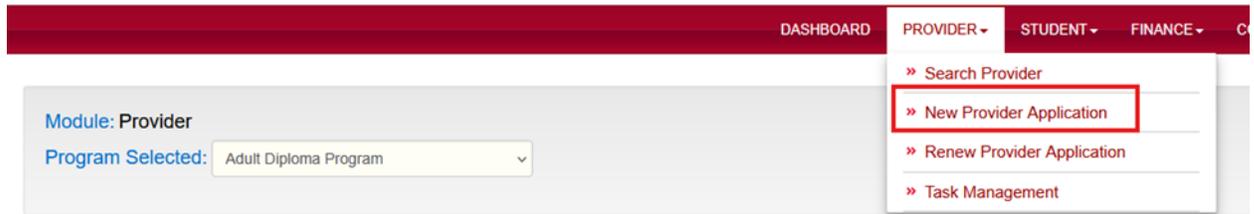


3. To Begin a Provider Application

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*.



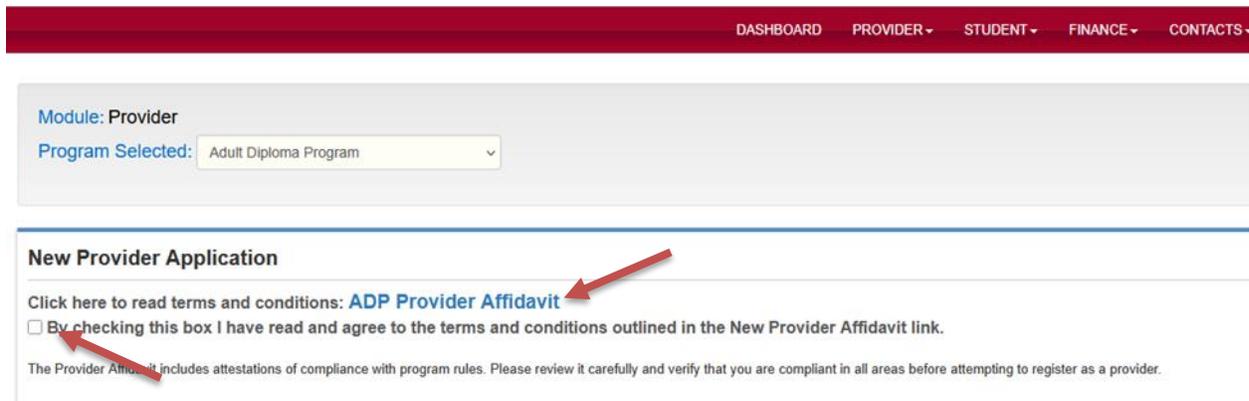
d) **CURRENT Providers:** Select *Renew Provider Application* under the *Provider Tab*.



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.



063446 - Belmont College



- 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 2026*, and click *Submit*.

New Provider Application

Click here to read terms and conditions: [ADP Provider Affidavit](#)

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.

- 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.
- 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.
- 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.

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.

Associated Orgs: 050906 - Columbiana County

Start Application

Organization Information

Name: Columbiana County
 Irr: 050906
 Phone: (330) 424 - 9561
 Email: Refresh@Fakemail.com

TaxId:
 Designate County: Columbiana
 Fax: (330) 424 - 9719
 Web URL: N/A

Application Period:

Submit

- g) Providers renewing their applications click START RENEWAL, which expands the box. Confirm the Application Period is set to *Adult Diploma FY 2026* 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.

- 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.
- 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.
- 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
 Irr: 065201
 Phone: (
 Email: Refresh@Fakemail.com

TaxId:
 Designate
 Fax: (
 Web URL: N/A

Application Period:

Renew Application

Adult Diploma Program.

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 Program](#) 

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 

Program Name

Industry Sector Name

Occupation Name

Math Work Key Score

Reading Work Key Score

Loc Work Key Score

[Cancel](#) [Add New Program](#)

- 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, circled in red), "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 the screenshot above to the "Add New Program" button in this screenshot.

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

The screenshot shows the "Programs/Courses" tab. It includes a "Provider Bucket Details" section 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 for 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. One row is visible with the following data: 31-1014.00, STNA, Health Science, Nursing Assistants, 0, 3, 4, 4, 0. At the bottom left, there is a button labeled "Add New Course/Credentials" with a red arrow pointing to it.

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
31-1014.00	STNA	Health Science	Nursing Assistants	0	3	4	4	0			<input type="checkbox"/>	

- 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 FY26.

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 FY26. Importing documents is acceptable if there are no changes to the document.

The screenshot shows the 'Docs' tab interface. On the left, there is a sidebar titled 'Uploaded Document Type' with three categories: 'Syllabus' (1), 'Pathway' (1), and 'Application Survey' (1). The main area is titled 'Documents On File' and contains two buttons: 'Upload Document(s)' and 'Import Document(s) From Other Programs'. Below these buttons is a search filter 'FILTER ON DOCUMENTS' and a 'SHOW 5 ENTRIES' dropdown. A table lists three 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"/>

At the bottom, it says 'Showing 1 to 3 of 3 entries' and a page number '1'.

10. Status/Flags Tab

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

The screenshot shows the 'Status / Flags' tab interface. At the top, there is a breadcrumb: '065201 - Ohio Central School System Period: Adult Diploma FY Type: Renewal Applications Status: Started'. Below this are tabs for 'General', 'Personnel', 'Programs/Courses', 'Docs', 'Status / Flags', and 'Comments / History'. The main area contains two grey boxes: 'Applied flags you may remove' and 'Applied flags you may not remove'. On the right, there is a 'Status' section with the following text: 'Current Application Status Started', 'Update Status To: Submitted or Withdrawn'. A red arrow points to the 'Submitted' link.

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, 2025.

The Department's [Notice of Non-Discrimination](#) 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

dean.scheiderer@education.ohio.gov