ADP Provider Application Manual
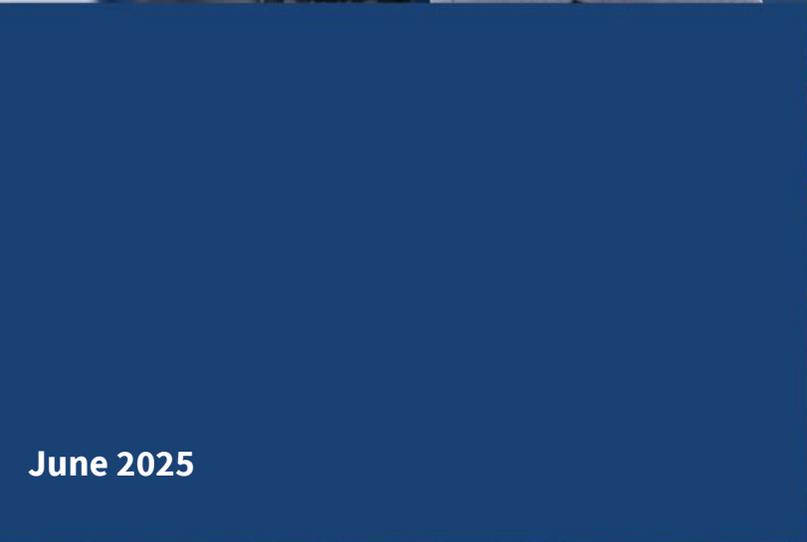
June 2025

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- Be officially withdrawn from school; and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.

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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

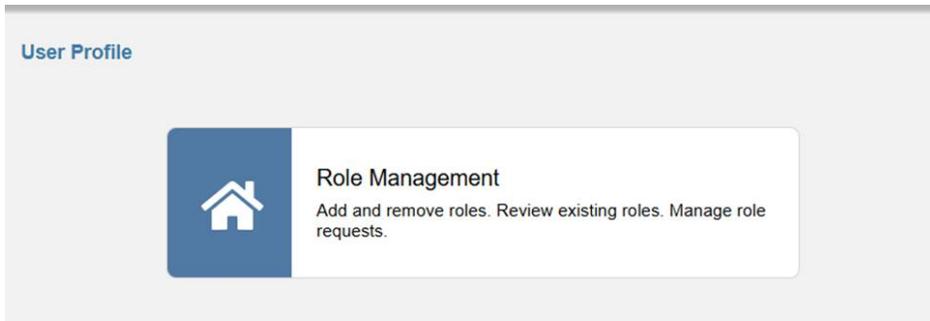You should be taken to a page of your applications. They now appear as tiles:

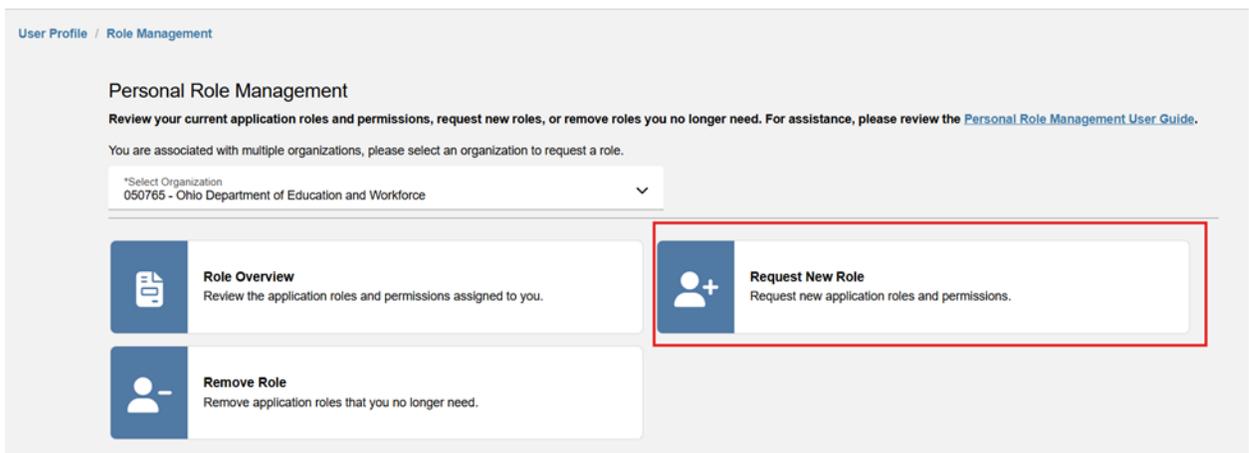**If you do NOT have the Adult Learner tile as shown above, follow step 2 on the next page. Otherwise, proceed to step 3.**

1. Request Adult Leaner 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 "

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

g) Click Add roles to cart

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h) Click "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*.
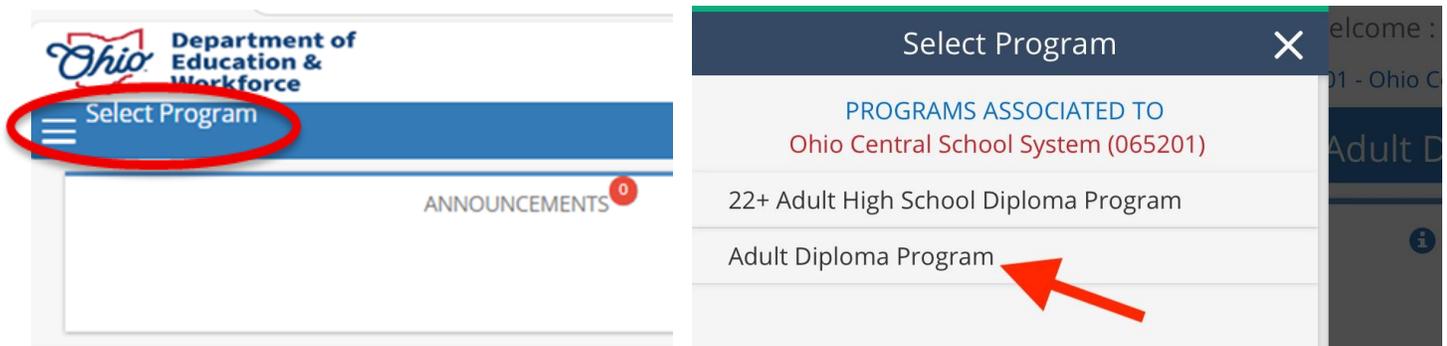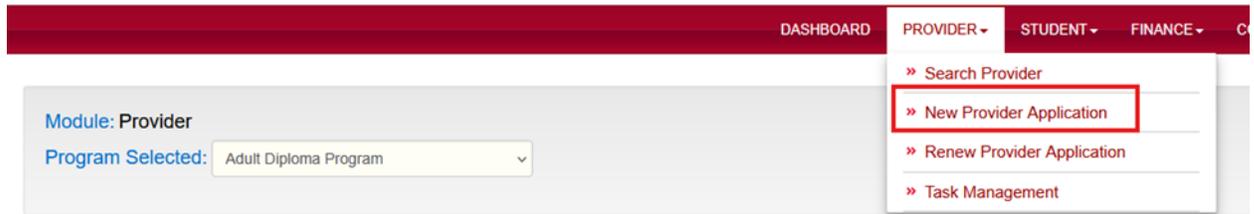

3. To Begin a Provider Application

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*.

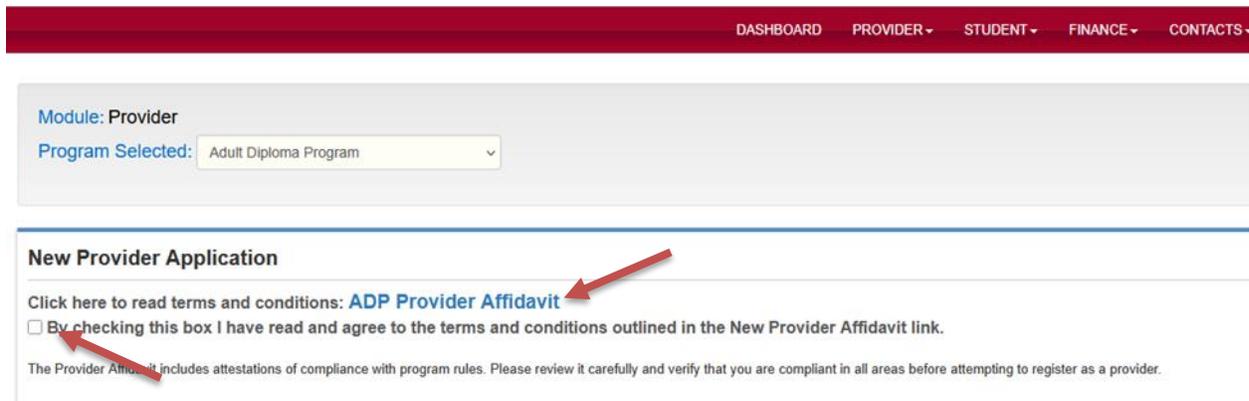c) **NEW Providers:** Select *New Provider Application under the Provider Tab*.

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.

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*.

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*.

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*.

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 Progam

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
[---SELECT O-Net Number--- ⬍]   [   ]

Industry Sector Name   Occupation Name
[   ]   [   ]

Math Work Key Score   Reading Work Key Score
[   ]   [   ]

Loc Work Key Score
[   ]

⊗ Cancel   ⊘ Add New Program

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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 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.

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, 2025.

The Department's **Notice of Non-Discrimination** applies to all programs and activities.

Ohio Department of Education & Workforce

Contact Information

For questions regarding the Adult Diploma Program please contact:

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