

Adult Workforce Diploma Program Provider Manual



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Department of
Education &
Workforce

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INTRODUCTION

Welcome to the Adult Workforce Diploma Program Provider Manual. This manual is intended to support students in understanding program requirements, and their eligibility as a part of the Adult Workforce Diploma Program. The Adult Workforce Diploma Program provides eligible adult participants with opportunities to earn a high school diploma while preparing for employment, career advancement, and post-secondary opportunities. Providers play an important role in supporting participants through academic instruction, career planning, workforce readiness activities, and student support services. This manual contains guidance related to:

- Program overview and implementation
- Provider eligibility requirements
- Participant eligibility requirements
- Provider responsibilities
- Invoicing and payment processes
- Transcript review procedures
- Career action planning guidance
- Expectations
- State contact information

Providers are responsible for ensuring compliance with all applicable [Ohio Revised Code, Ohio Administrative Code](#) and department guidance associated with the Adult Workforce Diploma Program. Additional guidance and updates may be provided by the department throughout the program year.

PROGRAM GOALS

The goals of the Adult Workforce Diploma Program include:

- Increase adult diploma attainment
- Conduct transcript reviews
- Develop individualized career action plans
- Monitor participant progress
- Maintain accurate student records
- Provide workforce readiness support services
- Submit payment requests and required reports
- Ensure compliance with department requirements

ADULT WORKFORCE DIPLOMA PROGRAM OVERVIEW

The Adult Workforce Diploma program is a competency-based designed to provide eligible adults with pathways to earn a high school diploma while developing workforce readiness and career preparation skills. The program encourages participants to pursue educational and career goals while preparing for long-term employment success.

Approved providers support participants through:

- Academic instruction
- Career counseling
- Transcript review
- Workforce readiness activities
- Career pathway exploration
- Postsecondary planning
- Student support services

ADULT WORKFORCE DIPLOMA PROGRAM-PROVIDER ELIGIBILITY

To Participate in the Adult Workforce Diploma Program, Providers must receive approval from the Ohio Department of Education and Workforce.

Eligible providers may include:

- City school districts
- Exempted village school districts
- Joint vocational school districts
- Career centers
- Community schools
- Other approved educational entities

Providers must demonstrate the ability to:

- Deliver Adult Education Services
- Support workforce readiness activities
- Maintain accurate participant records
- Conduct transcript evaluation
- Provider career counseling
- Meet all applicable reporting and compliance requirements

Approved providers are responsible for ensuring:

- Accurate reporting of student enrollment
- Timely data reporting
- Proper documentation
- Participant support services
- Compliance with state requirements
- Appropriate communication with department staff

CO-ENROLLMENT POLICY

- Students cannot be enrolled in both the Adult Workforce Diploma Program and Aspire at the same time.
- A student must be exited from the LACES system in Aspire prior to enrolling the student and putting the student in “started” status for the Adult Workforce Diploma Program. Additionally, a student cannot be enrolled into the Aspire program while in “started” status or “hardship” status for AWDP.

ADULT WORKFORCE DIPLOMA PROGRAM PARTICIPANT ELIGIBILITY

Participants enrolled in the Adult Workforce Diploma Program must:

- Be a resident of Ohio and be 18 and older
- Not possess a high school diploma or high school equivalency diploma
- Meet all additional enrollment requirements established by the provider
- Be officially withdrawn from school if 18 years old
- Documentation may include:
 - Proof of identity
 - Proof of Ohio residency
 - Official transcripts or educational records
 - Withdrawal documentation from previous educational institutions

PAST CREDITS/PRIOR CREDENTIALS

Participants may have credits or credentials earned already that would reduce the number of requirements they need to complete the program. Ensure every effort is made to review all transcripts for those who opt to demonstrate competency through course credits. Request transcripts from each high school or post-secondary program. Please note that credits earned previously in the 22+ Adult High School Diploma Program cannot be rebilled for in the Adult Workforce Diploma Program.

- Four credits in English Language Arts
- Four credits in mathematics
 - One credit may be career-based mathematics
- Three credits in science
- Three credits in social studies
- One-half credit in financial literacy

Note: *This credit (1/2 credit in financial literacy) may be applied toward the number of credits in either mathematics or social studies*

PRIOR CREDENTIALS

Must contain the complete occupational license, certification, or certificate.

- Must be issued in the state of Ohio.
- The name of the occupational license, certification, or certificate must match the name of the individual enrolling into the Adult Workforce Diploma Program.
- The accreditation of the issuer, and the license, certification, or certificate was completed at a community college, technical college, state community college, an Ohio technical center, or a private or public entity that delivers training.
- The credential must be a part of a career pathway plan.
- The occupational license, certification, or certificate must be in English.
- The occupational license, certification, or certificate must be in active status and not expired.

TRANSCRIPT REVIEW

Providers are responsible for conducting transcript reviews to determine participant credit attainment and remaining graduation requirements.

Transcript reviews should include:

- Utilize official educational records
- Identify completed credits
- Determine remaining requirements
- Support participant career planning

PAYMENT SUBMISSION

Payment requests should be submitted according to department-established procedures and timelines.

Payment Information:

Payments are issued in accordance with department procedures and approved payment processes. Providers are responsible for ensuring submitted payment requests are accurate and supported by appropriate documentation.

Approved payments for the Adult Workforce Diploma Program will automatically run at 2:00am on the last Monday of each month, unless the last Monday in the month is a state holiday. In that case, payments will run at 2:00am on the next business day. Only approved payments will be included in processing. It may take 1-2 weeks for providers to receive payment after the payments are processed.

At 5:00pm on Wednesday prior to the last Monday of the month will be a cut-off for providers to submit payments so that DEW program staff have time to review and approve.

Payment Processing

Approved Payment timelines may vary depending on:

- Activity and payment completeness
- Required submitted documentation
- Department review processes
- Program funding availability

Payment Documentation

- Participant enrollment records
- Student career plan
- Credential attainment documentation
- Completion records
- End of Course Assessments
- ACT WorkKeys
- Workforce readiness documentation
- Other department-required records

Documentation must include:

- Complete records
- Appropriate signatures
- Appropriate dates
- Pertinate and legible information

STUDENT HANDBOOK

Providers should maintain regular communication with participants regarding:

- Enrollment status
- Coursework expectations
- Career planning activities
- Program updates
- Graduation requirements

Providers may issue student email accounts or establish communication expectations consistent with local policies. Approved providers will give every student an [AWDP Student Handbook](#) that clearly explains what to expect in the program, the requirements for graduation, the support available to students, and the guidelines for participating. The Ohio Department of Education & Workforce has also created an editable version of the handbook so providers can easily add details about their own programs or personalize it with their school's logos and branding.

STATE CONTACT INFORMATION

Contact the Office of Technical Education Adult Options Team with any questions.

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FREQUENTLY ASKED QUESTIONS

For answers to common questions about the Adult Workforce Diploma Program,
[Click here to access the Adult Workforce Diploma Program FAQ](#)

DIPLOMA SENDER

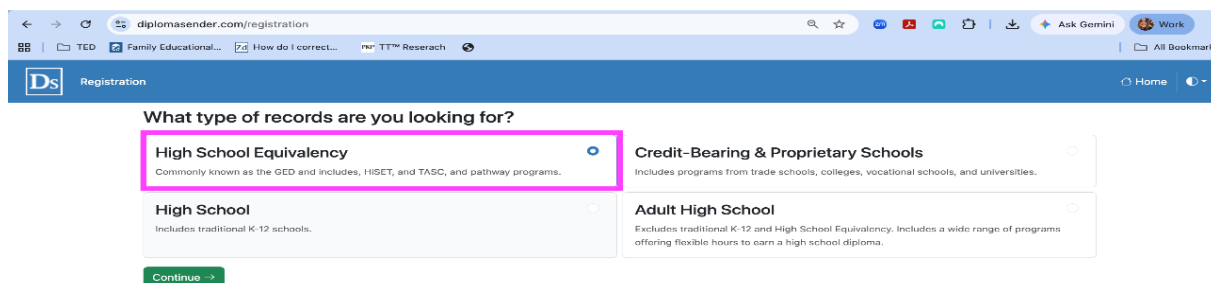
Below is an overview of the DiplomaSender process to help clarify how students access their credentials once all requirements have been met.

Participants will use DiplomaSender processes for all transcript and diploma-related activities as required by the department. After a student record is loaded into DiplomaSender and marked as “credentialed,” DiplomaSender sends an email informing the student that they may create an account and access their documents.

If a student did not provide an email address or does not receive the “congratulations” email, they can still register directly through the DiplomaSender website. When prompted to select the type of records they are seeking, the student should choose “High School Equivalency.” Students may also use the chat feature on the site to request assistance. Those who *do* receive the “congratulations” email will have a direct link to the registration page.

All test takers from February 5, 2018, forward receive their first diploma and transcript at no cost. Additional documents are available for \$20 and may be used as needed for future employers or schools.

For AWDP providers: please ensure your student is placed in “requirements passed” status so their record can be reviewed by the state office. “Requirements passed” does not mean the record is fully approved until the state completes the remaining steps. Students should not register with DiplomaSender until the diploma is officially earned and the state has finalized the approval.

A screenshot of the DiplomaSender website's registration page. The browser address bar shows "diplomasender.com/registration". The page has a blue header with the "Ds" logo and "Registration" text. Below the header, the question "What type of records are you looking for?" is displayed. There are four selection options, each with a radio button: "High School Equivalency" (selected, highlighted with a pink box), "Credit-Bearing & Proprietary Schools", "High School", and "Adult High School". Each option includes a brief description of the program type. At the bottom left, there is a green "Continue" button with a right-pointing arrow.

CREATING A DIPLOMA SENDER ACCOUNT

Students will be required to create a Diploma Sender account to request a one-time at no-cost copy of their diploma and final transcript. Utilizing the following steps:

CAREER ACTION PLAN GUIDANCE

Providers should support participants in developing individualized Career Action Plans aligned with educational career goals.

Career Action Plans may include:

- Career interests
- Postsecondary goals
- Workforce readiness activities
- Credential pathways

[Career Connections | Ohio Department of Education and Workforce](#)

OHIO DEW LACES ADULT WORKFORCE DIPLOMA PROGRAM

This User Guide is a provider-focused manual outlining the Diploma Pathway feature within LACES, the data management system used by the Ohio Department of Education and Workforce (OH DEW).

Please visit the [Administrator Information](#) section of our webpage, and scroll to the “LACES Updates” section. Here you can access the most recent Diploma Pathway User Guide.

OHID INFORMATION

Students are not required to create an OHID to enroll in the Adult Workforce Diploma Program. Only the approved provider needs an OHID for program administration purposes. We encourage providers to enter the student OHID in the student OHID field in LACES.