

Competency-Based Diploma Pilot Program Provider Application Manual



May 2024



**Department of
Education &
Workforce**

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Competency-Based Diploma Pilot Program

Guidance

- The Competency-Based Diploma Pilot Program is a competency-based program.
- The Competency-Based Diploma Pilot High School Diploma Program will be open to adults ages 18-21 and is effective January 10, 2024- June 30, 2025
- Providers are required to provide career counseling to an adult participant that ensures the adult participant is aware of the options available.
- Providers shall develop an individual Credit Recovery Plan with each adult participant based on the credits and assessments the adult participant needs to pass to earn a high school diploma.
- Providers shall develop an attendance policy and document participant attendance through the attendance tab on the finance side of the participant's application.
- Dropout Prevention and Recovery Program community schools and city, local or exempted village school district providers shall award a diploma to an adult participant who passes all required high school credits and assessments.
- For community colleges and joint vocational school districts, the adult participant's school district of residence shall issue a diploma and final transcript within 60 days after the district of residence receives a certificate of completion.

Competency-Based Diploma Pilot Program - Provider Eligibility

The following institutions are eligible to be providers:

- Community school dropout prevention and recovery programs;
- City, local, or exempted village school districts;
- Community Colleges; and
- Ohio Technical Centers.

Competency-Based Diploma Pilot Program - Participant Eligibility

Adults must meet the following criteria to participate in the Competency-Based Diploma Pilot Program:

- Be between 18-21 years of age
- Have not received a valid high school diploma or equivalent; and
- Be an Ohio resident.

OEDS Roles

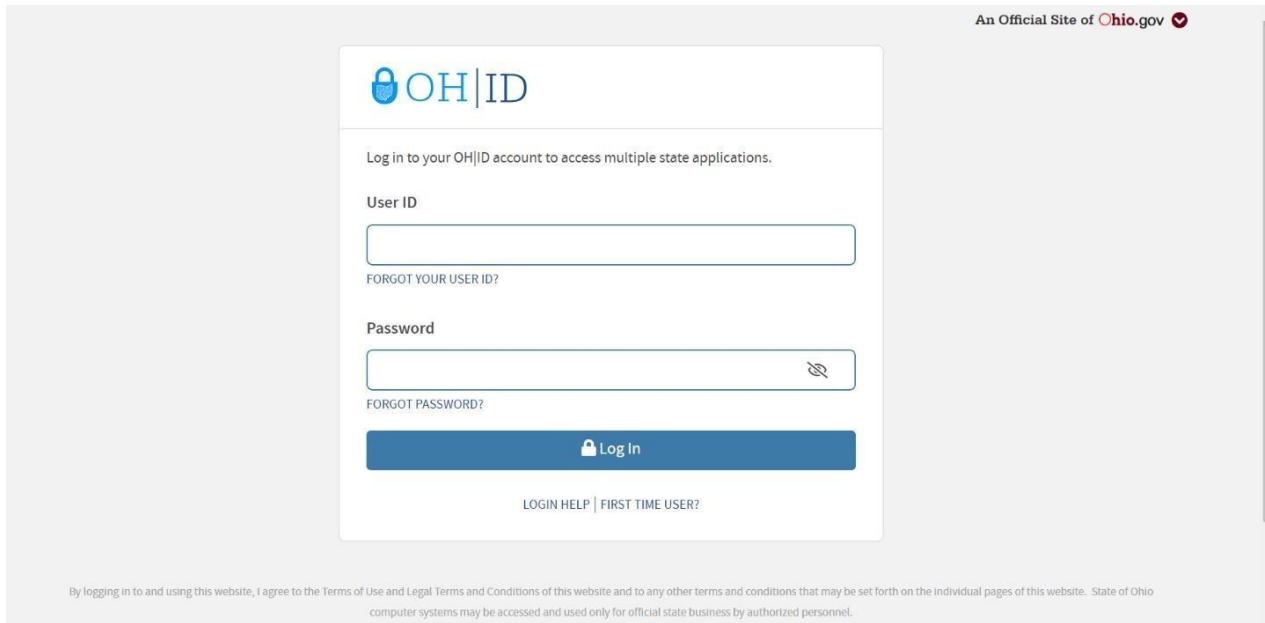
Employees of public schools who are authorized to access the Competency-Based Diploma Pilot Program must have the following roles:

- Nominator – Completes the application
- Superintendent or Superintendent Designee – Submits the application

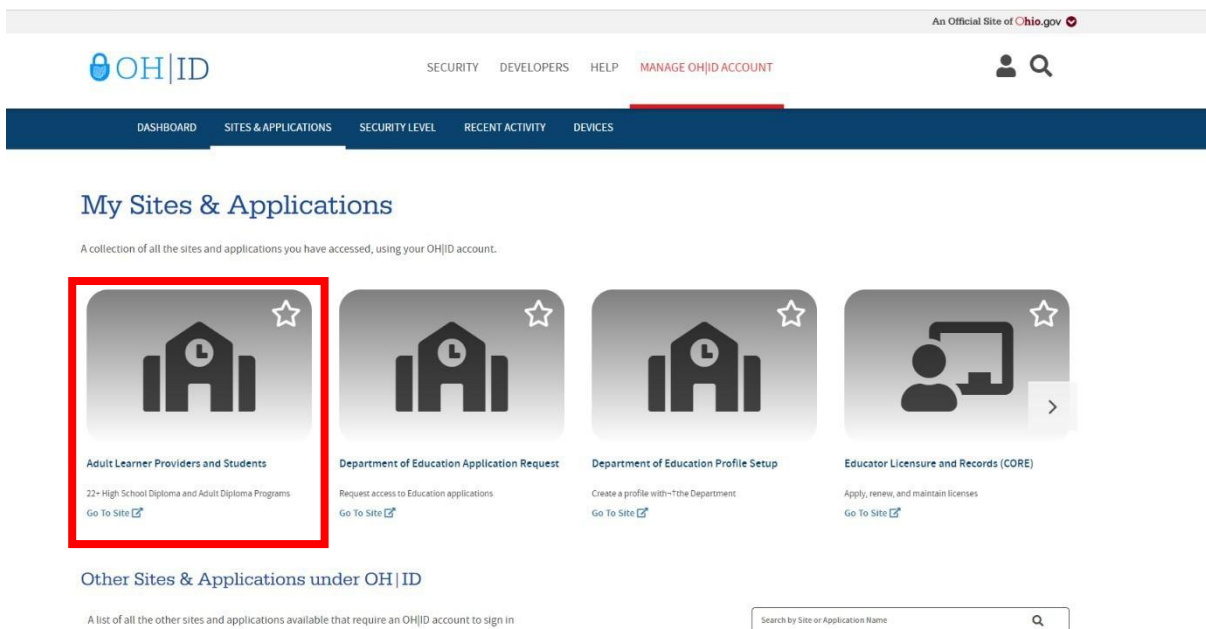
The school's OEDS administrator assigns these roles.

Provider Application

1. Sign-in to your OH|ID Account via the login page.



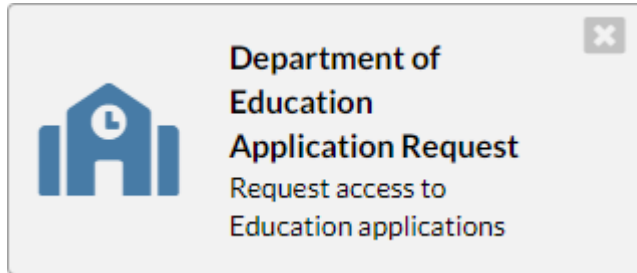
You should be taken to a page of your applications. They now appear as tiles:



If you do NOT have the Adult Learner tile, begin with step 2. Otherwise, proceed to step 3.

2. Request Access to Adult

- a) Your OEDS Administrator must assign you the *HSD Nominator* role.
- b) Click the following tile:



c) Application Request

- 1) Enter information in the four text boxes: Name, Email, Phone and Extension
- 2) Application: select *Adult Learner*
- 3) Membership Requested: Select *HSD Provider Applicant*.
Providers **never** select Adult Learner for the Membership Requested.
- 4) Reason: *Include your school name, job title, and the reason for requesting access to the AdultLearner Provider Application.*
- 5) Once entered, click *Submit*.

SAFE Application Request

CONTACT INFORMATION *Change contact information if needed for request purposes only*

Name: *Email:

Phone: Extension:

REQUEST INFORMATION

*Application: *Membership Requested:

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.

*Reason:

*Required

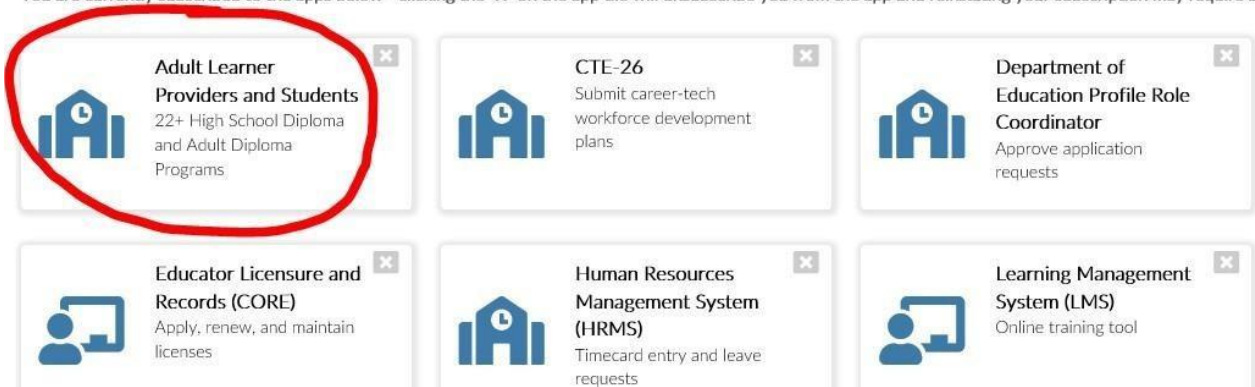
BEGIN HERE (Step 3) if you already have access to the Adult Participant Web System

3. Access the Adult Learner Web System

Once access is granted to the Competency Based Pilot Program Application, eligible organizations may apply by clicking on the Adult Learner web system.

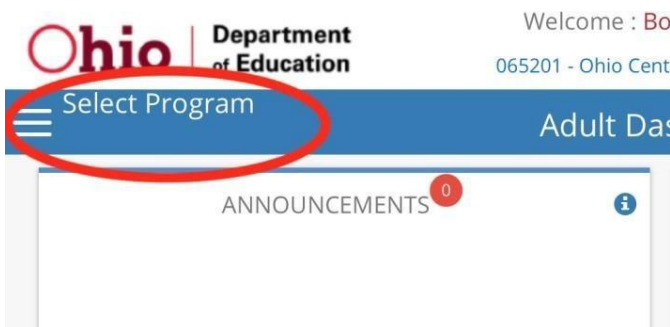
My Apps

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

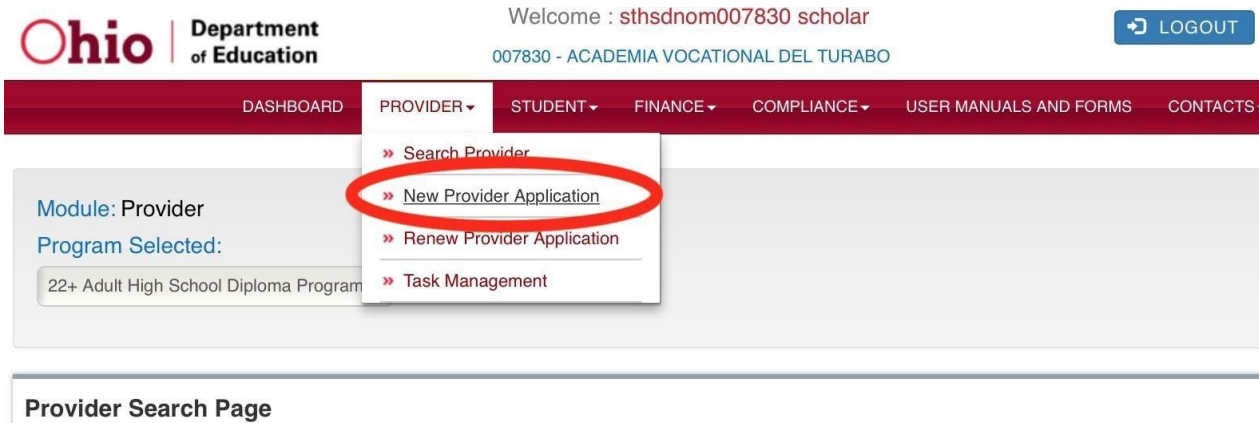


4. To Begin a Provider Application

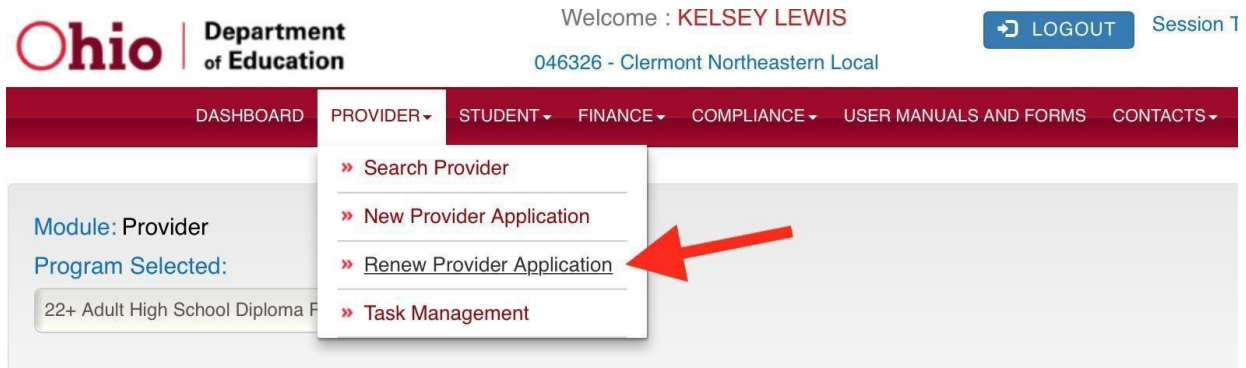
a) In the top left of the screen, click *Select Program*. If given a choice, select *22+ Adult High School Diploma Program*. The *Provider Search Page* should appear.



- b) **NEW Providers:** Select *New Provider Application* under the *Provider* tab.



- c) **CURRENT Providers:** Select *Renew Provider Application* under the *Provider* tab.



- d) Click to read the terms and conditions of the *22+ Adult 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.

Module: Provider

Program Selected:

22+ Adult High School Diploma Program

Renew Provider Application

Click here to read terms and conditions: [22+ Adult High School 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.

- e) New providers select the correct organization and click START APPLICATION, which expands the box. Complete the TaxId box and confirm the Application Period is set to *Adult Participant FY 2025*, then click *Submit*.

New Provider Application

Click here to read terms and conditions: [22+ Adult High School 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.

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.

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: 007830 - ACADEMIA VOCATIONAL DEL TURABO

Start Application

Organization Information

Name: ACADEMIA VOCATIONAL DEL TURABO

Irn: 007830

Phone: (787) 746 - 6634

Email: N/A

Application Period:

Adult Learner FY

TaxId:

Designate County: Out of State

Fax: N/A

Web URL: N/A

*Missing information could delay application processing.

Submit

- f) Providers renewing their applications will click **START RENEWAL**, which expands the box. Confirm the Application Period is set to the appropriate fiscal year. Click *Renew Application*.

Renew Provider Application


Click here to read terms and conditions: [22+ Adult High School 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.


Selected Organization: 046326 - Clermont Northeastern Local

[Start renewal](#) 

Organization Information

Name: Clermont Northeastern Local	TaxId: 316005529
Irn: 046326	Designate County: Clermont
Phone: (513) 625 - 5478	Fax: (513) 625 - 6080
Email: Refresh@Fakemail.com	Web URL: http://www.cneschools.org/


Application Period: Adult Learner FY 

[Renew Application](#)  ^

6. General Information Tab

- a) Ensure all information is correct. Only the school's OEDS Administrator can make changes to the information on this tab.

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 needed, click the *Edit* icon and choose *First Year Applications* or *Renewal Applications* from the drop-down menu then click the save icon.

Provider/Program Status Info

Servicing: Adult Diploma Program

Current Status: Started

Application Type: Renewal Applications 

Application Period: Adult Diploma FY

7. Personnel Tab

Click on *ADD* or *REMOVE* to modify the staff members who have access to the Competency-Based Diploma Pilot Program.

The screenshot displays a web application interface with the following components:

- Navigation Tabs:** General, Personnel (selected), Application, Participating Buildings, Docs, Status / Flags, Comments / History.
- Personnel List (Left Panel):** A list containing the name "LEWIS, KELSEY". Below the list are "Add" and "Remove" buttons.
- Details Section (Right Panel):**
 - Name:** KELSEY J LEWIS
 - Phone:** (513) 621-1211
 - Email:** Refresh@fakemail.com
 - Do:** (Redacted)
 - SSN (Last 4):** 6394
- Role Management (Bottom Right):**
 - Available Roles:** A header for a list of roles that is currently empty.
 - Assigned Roles:** A list containing the role "HSD Nominator".
 - Buttons:** "Add Role" and "Remove Role" buttons are positioned between the Available and Assigned Roles sections.

8. Application Tab

Providers renewing applications are required to provide updated responses for each of the eight questions.

NOTE: This tab may take longer to load. Please be patient.

General Personnel **Application** Participating Buildings Docs Status / Flags Comments / History

Sections

- Graduation rate ■
- Assessment process for new enrollees 1/1 ■
- Support services offering details 1/1 ■
- Educational services offering details 1/1 ■
- Program offering details for adult learners 2/2 ■
- Sustainability 1/1 ■
- Program differences between adult learners and K-12 grade students 1/1 ■

In Progress

Export to PDF

Questions

Question : Graduation rate Question Count : 1

» Question

Specify the educational institution's 4, 5, 6, 7 and 8 (if applicable) year graduation rate from the previous year's Local Report Card.

** 2,000 character maximum response for each question.

Enter text here

↑

9. Participating Buildings

Include information on each of the buildings which will provide learning opportunities for adult participants through the Competency-Based Diploma Pilot Program.

General Personnel Application **Participating Buildings** Docs Status / Flags Comments / History

Buildings

IRN	PHYSICAL ADDRESS	ACCEPTING	APPROVED	WITHDRAWN	TERMINATED
006635	5327 Hutchinson Rd Batavia, Ohio 45103-9511	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

10. Docs Tab

Upload the required documents listed:

- Local Report Card Graduate Rate (Community Colleges will upload a document stating no report is available. All other providers upload the most recent report card.)
- Handbook (all providers)

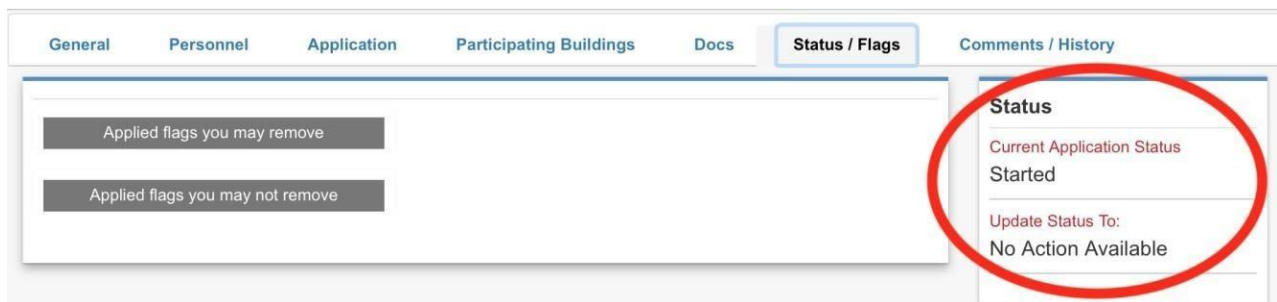
- W-9 Form, if applicable (All Schools)
- Letter on Sponsor’s letterhead acknowledging you are applying for the Competency Based Pilot, if applicable (Community Schools only)

11. Status/Flags Tab

The FY25 Competency-Based Diploma Pilot Provider Application is submitted once all eight questions are answered, and all documents are uploaded.

NOTE: Only the school’s superintendent or superintendent designee for K-12 schools or HSD Authorizer for colleges can submit the FY25 Competency-Based Diploma Pilot Provider Application. HSD Nominator’s are *not* permitted to submit the application.

The picture below is taken from an HSD Nominator’s login; therefore, there is no ability to submit.



12. Participant Content, Electives and Assessment Info

Comments can be made by the HSD Authorizer, HSD Nominator, superintendent, superintendent designee and/or the Ohio Department of Education Competency-Based Diploma Pilot Program Administrator. Notices are **not** provided to the authorizer, nominator, superintendent, or designee 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.

13. Annual Renewal of the Provider Application

Approved Providers are required to renew their application annually. Funding for an application period ends June 30 of the fiscal year.

The Department's [Notice of Non-Discrimination](#) applies to all programs and activities.