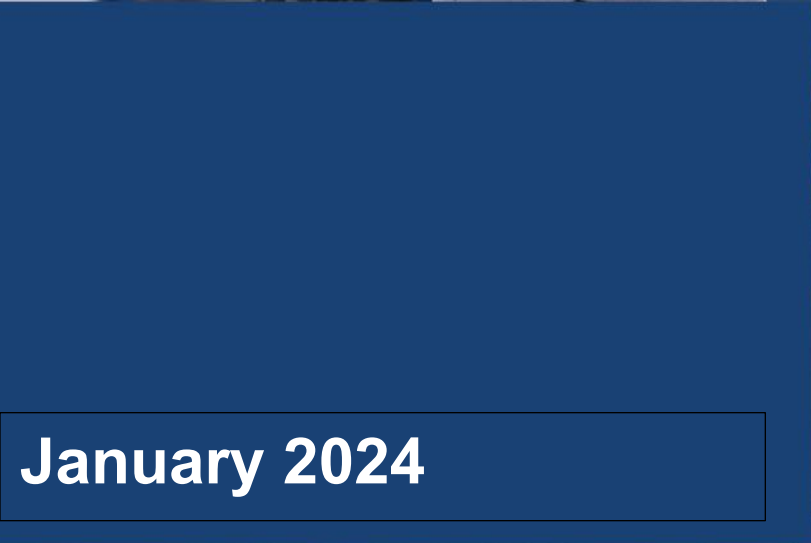


# Competency-Based Diploma Pilot Program Manual



**Department of  
Education &  
Workforce**

# Table of Contents

Competency-Based Diploma Pilot Program.....	4
Guidance .....	4
Competency-Based Diploma Pilot Program - Provider Eligibility .....	4
Competency-Based Diploma Pilot Program - Participant Eligibility .....	4
OEDS Roles.....	4
Provider Application .....	5
<b>IMPORTANT INFORMATION .....</b>	<b>13</b>
New Student Application .....	14
1.0 Completing the Student Application.....	14
2.0 Student Search for Creating a New Application .....	16
3.0 Entering Basic Student Information .....	17
4.0 Application Tab.....	18
5.0 Past Credits Earned Tab .....	18
6.0 Credit Recovery Plan Tab .....	22
7.0 Assessment Tab .....	24
8.0 Documents Tab.....	27
9.0 Assurances Tab.....	28
10.0 Status/Flags Tab .....	29
11.0 Comments/History Tab .....	29
12.0 Student Application Review Process.....	30
13.0 Searching Existing Student Applications.....	30
14.0 Advanced Student Search Page.....	31
Renewal Student Application .....	32
1.0 Completing the Student Application.....	32
2.0 Student Search for Creating a Renewal Application .....	34
3.0 Credit Recovery Plan.....	35
4.0 Assessment Tab .....	37
5.0 Documents Tab.....	40
6.0 Assurances Tab.....	41
7.0 Status/Flags Tab .....	42
8.0 Comments/History Tab .....	42

<b>9.0 Student Application Review Process.....</b>	<b>43</b>
<b>10.0 Searching Existing Student Applications.....</b>	<b>43</b>
<b>11.0 Advanced Student Search Page.....</b>	<b>44</b>
<b>Invoicing.....</b>	<b>45</b>
<b>Payments for Competency-Based Diploma Pilot Program .....</b>	<b>45</b>
<b>Student Email.....</b>	<b>46</b>
<b>Submitting Invoices for Payment.....</b>	<b>46</b>
<b>Reviewing Existing Invoices.....</b>	<b>54</b>
<b>Student Accept an Invoice.....</b>	<b>56</b>
<b>Contact Information.....</b>	<b>59</b>
<b>Application Template .....</b>	<b>60</b>
<b>Work Credit Form .....</b>	<b>61</b>
<b>Credit Review Form 1963-1989.....</b>	<b>62</b>
<b>Credit Review Form 1990-2001 .....</b>	<b>63</b>
<b>Credit Review Form 2002-2003.....</b>	<b>64</b>
<b>Credit Review Form 2004-2009.....</b>	<b>65</b>
<b>Credit Review Form 2010-2013.....</b>	<b>66</b>
<b>Credit Review Form 2014-Present.....</b>	<b>67</b>

# 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 run for 2 years from 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.
- The district of residence where the participant currently resides 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 program;
- City, local, or exempted village school district;
- 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 the ages of 18-21
- 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 Program must have the following roles:


- HSD 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.

An Official Site of [Ohio.gov](#)



Log in to your OH|ID account to access multiple state applications.

User ID

[FORGOT YOUR USER ID?](#)

Password

[FORGOT PASSWORD?](#)


[Log In](#)

[LOGIN HELP](#) | [FIRST TIME USER?](#)

By logging in to and using this website, I agree to the Terms of Use and Legal Terms and Conditions of this website and to any other terms and conditions that may be set forth on the individual pages of this website. State of Ohio computer systems may be accessed and used only for official state business by authorized personnel.

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

An Official Site of [Ohio.gov](#)




[SECURITY](#) [DEVELOPERS](#) [HELP](#) [MANAGE OH|ID ACCOUNT](#)


[DASHBOARD](#) [SITES & APPLICATIONS](#) [SECURITY LEVEL](#) [RECENT ACTIVITY](#) [DEVICES](#)

## My Sites & Applications


A collection of all the sites and applications you have accessed, using your OH|ID account.




**Adult Learner Providers and Students**  
22+ High School Diploma and Adult Diploma Programs  
[Go To Site](#)



**Department of Education Application Request**  
Request access to Education applications  
[Go To Site](#)



**Department of Education Profile Setup**  
Create a profile with the Department.  
[Go To Site](#)



**Educator Licensure and Records (CORE)**  
Apply, renew, and maintain licenses  
[Go To Site](#)

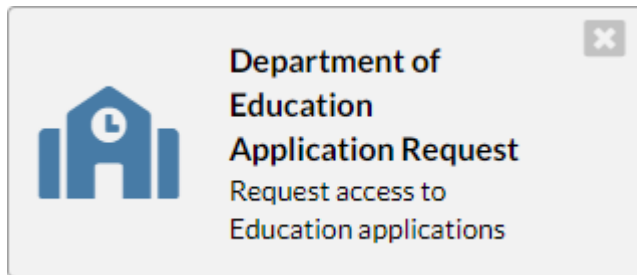
## Other Sites & Applications under OH|ID

A list of all the other sites and applications available that require an OH|ID account to sign in

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 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 Adult Learner Provider Application, such as Adult 22+*
- 5) Once entered, click *Submit*.

A screenshot of a web form titled "SAFE Application Request". The form is divided into two main sections: "CONTACT INFORMATION" and "REQUEST INFORMATION".  
- "CONTACT INFORMATION" section includes fields for "Name", "Email", "Phone", and "Extension". A red arrow points to the "Name" field.  
- "REQUEST INFORMATION" section includes dropdown menus for "\*Application:" (set to "Adult Learner") and "\*Membership Requested:" (set to "HSD Provider Applicant"). Red arrows point to both dropdown menus.  
- Below these is a text area for "Reason:" with a red arrow pointing to it.  
- At the bottom right is a "Submit" button with a red arrow pointing to it.  
- A note in the "REQUEST INFORMATION" section says: "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 at the bottom left with a red arrow pointing to it.  
- A "\*Change contact information if needed for request purposes only" note is at the top of the "CONTACT INFORMATION" section.

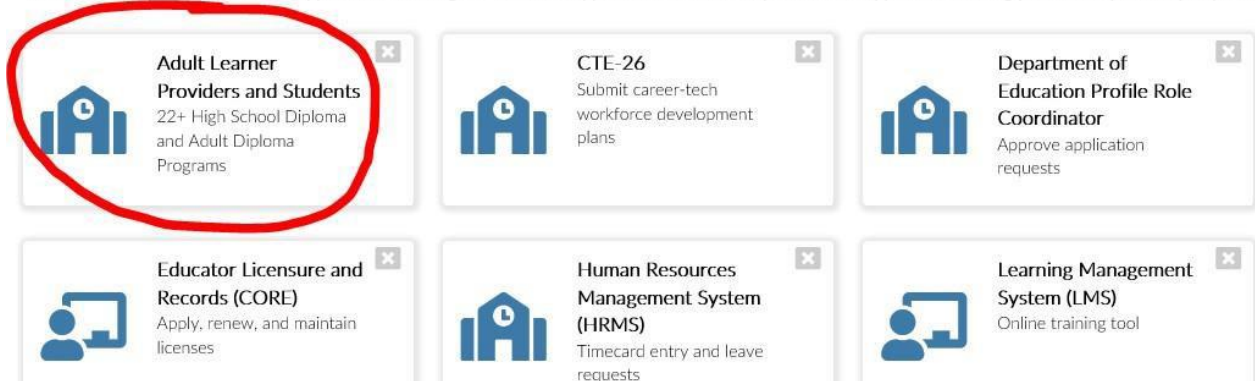
## BEGIN HERE (Step 3) if you already have access to the Adult Participant Web

### 3. Access the Adult Learner Web System

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

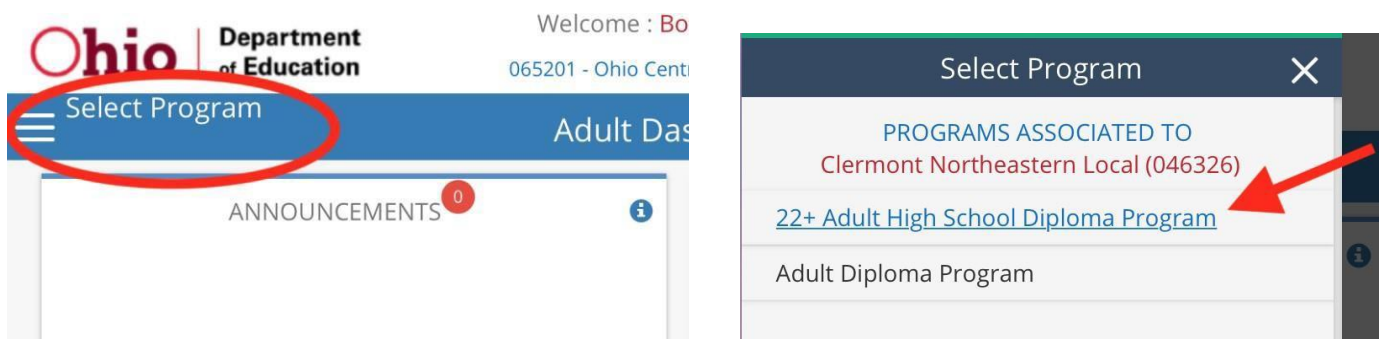
#### My Apps

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

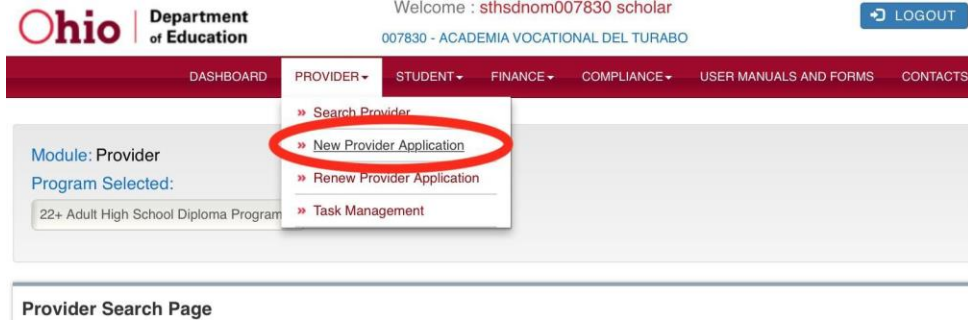


### 4. To Begin a Provider Application

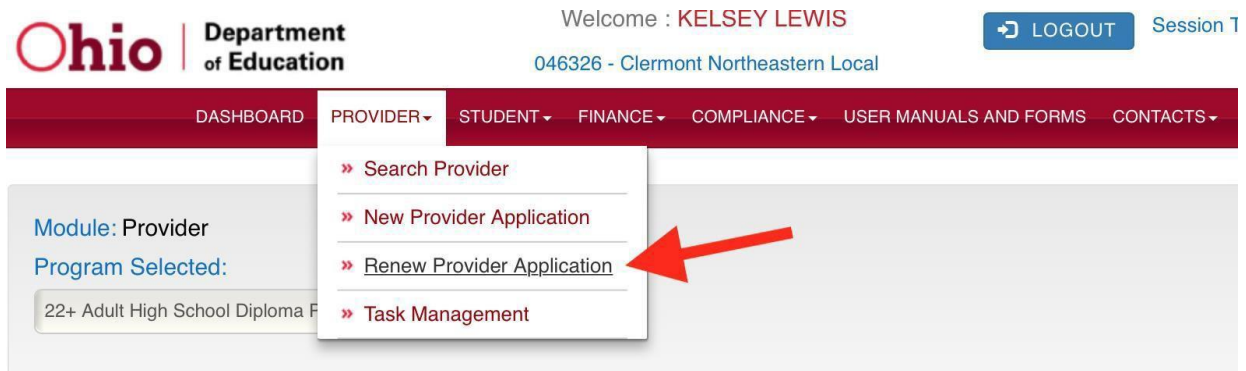
- a) On the top left side of the screen, click *Select Program*. If given a choice, select *Competency-Based Diploma Pilot Program*. The *Provider Search Page* should appear.



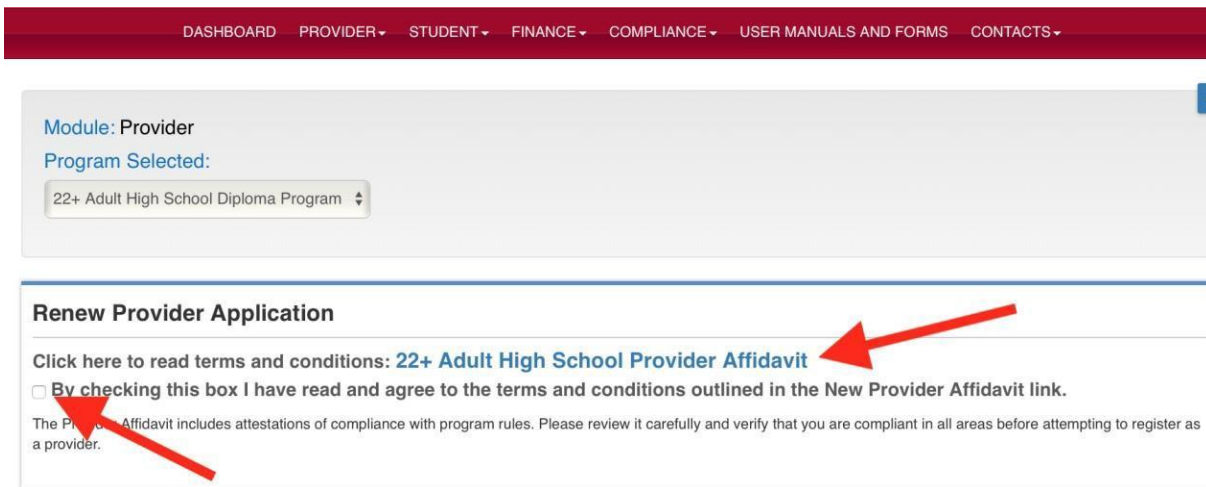
- b) **NEW Providers:** Select **New Provider Application** under the *Provider Tab*.



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



d) Click to read the terms and conditions of the *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.





- 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 2024*, 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

**\*Missing information could delay application processing.**

TaxId:

Designate County: Out of State  
Fax: N/A  
Web URL: N/A

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

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

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 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 Program.

The screenshot shows the 'Personnel' tab selected in a navigation menu. The main content area is divided into two sections: 'Personnel' on the left and 'Details' on the right. The 'Personnel' section lists 'LEWIS, KELSEY' and has 'Add' and 'Remove' buttons circled in red. The 'Details' section shows personal information for KELSEY J LEWIS, including name, phone, email, SSN, and Do. Below the details are sections for 'Available Roles' and 'Assigned Roles', with 'Add Role' and 'Remove Role' buttons. The 'Assigned Roles' section shows 'HSD Nominator'.

## 8. Application Tab

Providers renewing applications are required to provide updates response for each of the eight questions.

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

The screenshot shows the 'Application' tab selected in a navigation menu. The main content area is divided into two sections: 'Sections' on the left and 'Questions' on the right. The 'Sections' section lists eight items, each with a progress indicator (0/1) and a checkbox. The 'Questions' section shows a single question: 'Graduation rate Question Count : 1'. Below the question is a text input field with a red arrow pointing to it and the text 'Enter text here'. The 'Export to PDF' button is visible at the bottom left of the 'Sections' section.

## 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.

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"/>

## 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 Diploma Pilot Program, if applicable (Community Schools only)

## 11. Status/Flags Tab

The FY24 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 FY24 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.

General	Personnel	Application	Participating Buildings	Docs	Status / Flags	Comments / History
Applied flags you may remove						Status Current Application Status Started Update Status To: No Action Available
Applied flags you may not remove						

## 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 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.

## **IMPORTANT INFORMATION**

1. **The adult participant MUST have a OH|ID account\* BEFORE you can begin a Student Application.**

**\*This means the adult participant must create AND confirm the OH|ID account via email.**

2. **It is important that ALL participant records have been reviewed prior to completing the participant application.**
  - a. **Prior transcript(s)**
  - b. **Work credit form (This is to be utilized first before assigning elective credits.)**

- c. Individualized Education Plan, if applicable
- d. Assessment scores, if applicable

3. Participant applications must be approved by our state office prior to the participant completing coursework. Credits earned prior to an approved application are not eligible for reimbursement.

## New Student Application

### 1.0 Completing the Student Application

Completing the Student Application is the Provider's responsibility. Providers may enroll participants into the system once the Ohio Department of Education approves the provider to offer the Competency-Based Diploma Pilot Program and the participant application window is open. The adult participant **MUST** create and confirm their SAFE account **BEFORE** beginning this process.

1.1 Sign in to OH|ID Portal. (<https://safe.ode.state.oh.us/portal/>)

An Official Site of [Ohio.gov](https://ohio.gov)

**OH|ID**

Log in to your OH|ID account to access multiple state applications.

User ID

FORGOT YOUR USER ID?

Password

FORGOT PASSWORD?

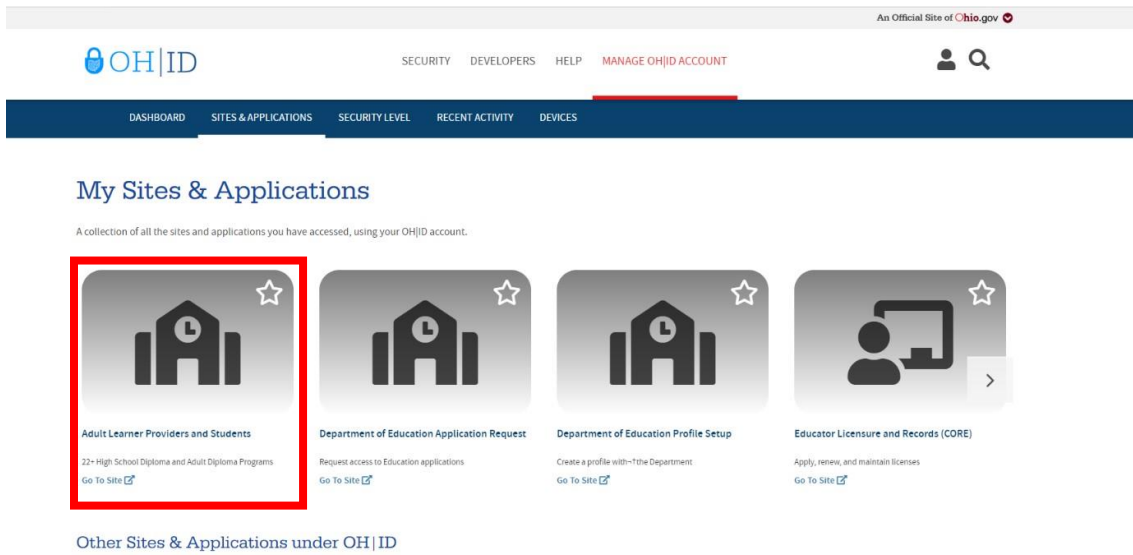
**Log In**

[LOGIN HELP](#) | [FIRST TIME USER?](#)

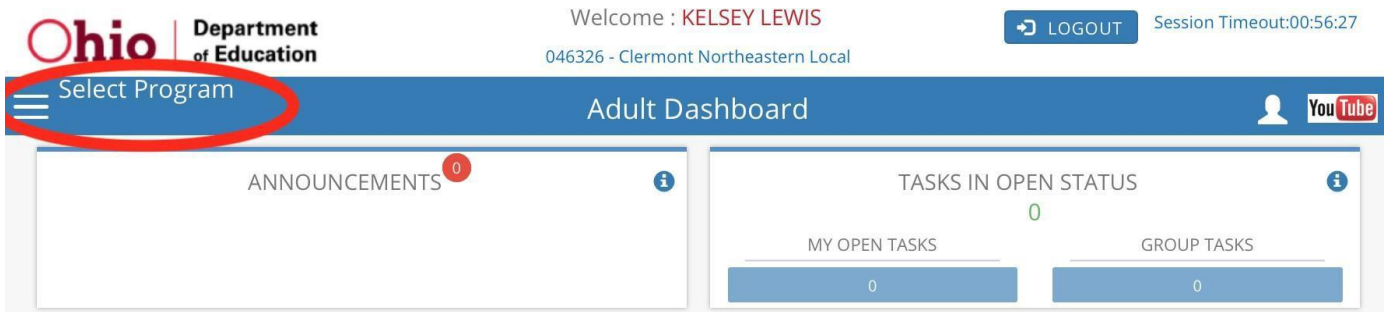
By logging in to and using this website, I agree to the Terms of Use and Legal Terms and Conditions of this website and to any other terms and conditions that may be set forth on the individual pages of this website. State of Ohio computer systems may be accessed and used only for official state business by authorized personnel.

Department of Education & Workforce

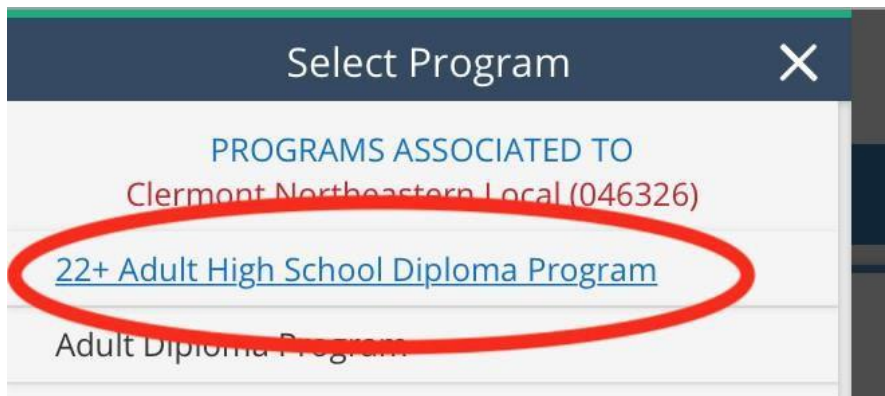
1.2 Click the Adult Learner Application tile



1.3 The Dashboard will appear. Click **Select Program** in the top left.



1.4 In the window that appears on the left, click on *22+ Adult High School Diploma Program*.



1.5 Hover over the Student Tab located in the top left of the page. Select *New Student Application*.

DASHBOARD PROVIDER ▾ STUDENT ▾ FINANCE ▾ COMPLIANCE ▾ USE

Module: Provider  
 Program Selected: 22+ Adult High School Diploma Program ▾

- » Search Student Application
- » **New Student Application**
- » Renew Student Application
- » Task Management

---

**Provider Search Page**

## 2.0 Student Search for Creating a New Application

2.1 Select the appropriate Application Period. Add new participant information in the three required fields: *Student Date of Birth*, *Student First Name*, and *Student Last Name*.

Module: Student  
 Program Selected: 22+ Adult High School Diploma Program ▾

---

**Student Search for Creating a New Application**

Application Period  
 Adult Learner FY ▾

\*Student Date of Birth  
 01/01/1990

\*Student First Name  
 camden

Current Last Name is different than birth certificate

\*Student Last Name  
 stephens

SSID  
 \_\_\_\_\_

Your search parameters return ZERO results.

---

If a student has had an application in the past and you do not find them in your search, contact the program office for assistance before creating a new student. Creating a duplicate student will delay the application approval process. Click [HERE](#) to Add a New Student to the system

2.2 Once all required participant data are entered, click *Search*.



### Student Search for Creating a New Application

Application Period: Adult Learner FY

\*Student Date of Birth: 01/01/199C (mm/dd/yyyy) SSID: [ ]

\*Student First name: Wayne \*Student Last name: Gretzky

Current last name is different than birth certificate

\*Required Fields

Search Reset

- 2.3 The message “Your search parameters return ZERO results” should appear. Click the **HERE** located on the bottom left to create a new application.

Application Period: Adult Learner FY

\*Student Date of Birth: 01/01/199C (mm/dd/yyyy) SSID: [ ]

\*Student First name: Wayne \*Student Last name: Gretzky

Current last name is different than birth certificate

\*Required Fields

Search Reset

Your search parameters return ZERO results.

If a **HERE** had an application in the past and you do not find them in your search, contact the program office for assistance before creating a new student. Creating a duplicate student will delay the application approval process. Click **HERE** to add a New Student to the system

## 3.0 Entering Basic Student Information

- 3.1 Nine critical data points **must** be correct: First Name, Middle Name, Last Name, Gender, Date of Birth, Birth Place city, Ethnicity, Language, and Mother’s Maiden Name. **The participant information entered on this page must match the participant’s information entered in the participant’s SAFE account!!** These items ensure correct participant data are established, maintained, and available for future tracking and transfer.
- \*Note – make sure the correct Application Period is selected from the dropdown box.

Depending on Student age, 1 of 3 scenarios will occur.

Case 1: If the student age is 22 or older

### Create New Student Application

--SELECT--  -

---

#### Student Home Mailing Address

Home Mailing Address same as Home Physical Address

\*Address Line1  Address Line2

\*City  \*State --SELECT-- \*Zip  -

---

#### Application Information

\*Application Period  \*County --SELECT-- \*Legal District of Residence --SELECT--

\*Residency Begin Date  \*Initial Provider --SELECT-- \*Assigned Building --SELECT--

\*Program Criteria  
 Student does not have a High School Diploma or Certificate of High School Equivalence

**\*Please certifies the following(s)**  
 Student is 22 years of age or older.  
For reference only: Student Age as of 1/5/2024: 23 years, This application will be enrolled in the HSD (22+) program.

**Case 2: If the student age is between 18-21**

Create New Student Application

\*City  \*State  \*Zip  -

**Student Home Mailing Address**

Home Mailing Address same as Home Physical Address

\*Address Line1  Address Line2

\*City  \*State  \*Zip  -

**Application Information**

\*Application Period  \*County  \*Legal District of Residence

\*Residency Begin Date  \*Initial Provider  \*Assigned Building

\*Program Criteria

Student does not have a High School Diploma or Certificate of High School Equivalence

\*Please certifies the following(s)

Student is 18 years of age and less than 22 years.

For reference only: Student Age as of 1/4/2024: 18 years, This application will be enrolled in the Competency Based Pilot Program.

**Case 3: If the student is below 18 years of age**

Create New Student Application

\*City  \*State  \*Zip  -

**Student Home Mailing Address**

Home Mailing Address same as Home Physical Address

\*Address Line1  Address Line2

\*City  \*State  \*Zip  -

**Application Information**

\*Application Period  \*County  \*Legal District of Residence

\*Residency Begin Date  \*Initial Provider  \*Assigned Building

\*Program Criteria

Student does not have a High School Diploma or Certificate of High School Equivalence

\*Please certifies the following(s)

Student is 22 years of age or older

This candidate is not eligible for enrollment due to being under 18 years old.

Once Basic Student Information is entered, click *Create New Student Application*.

3.2 After clicking the *Create New Student Application* button as shown above, access will be available to the other tabs within the application.

The screenshot shows the 'Student Information' tab selected. The header includes: ID: 950332, Name: Justin lauber, Period: Adult Learner FY 2022, Type: New, Status: Started, and a link to 'Back to student search results'. The navigation tabs are: Student, Application, Past Credits Earned, Credit Recovery Plan, Assessment, Docs, Assurances, Status / Flags, and Comments / History. The 'Student Information' section contains fields for: First Name (Justin), Middle Name, Last Name (lauber), Suffix, Date of Birth (01/01/1990), Mother's Maiden Last Name (z), Gender (Female), Ethnicity (Asian or Pacific Islander), Native Language (English), Last 4 Digits of SSN (4534), Birth Place City (columbus), Birth Place State (Ohio), SSID, Phone Number (333-333-3333), and Phone Number Type (Cell Phone Number). The email is malika.kandru@education.ohio.gov. The 'SSID STATUS' section shows: Current SSID Status, Pending SSID Verification, and Update SSID Status To (No Action Available). The 'Address' section has two columns: 'Student Home Physical Address' and 'Student Home Mailing Address', both with fields for Address Line 1, Address Line 2, City, State, and Zip (34242).

## 4.0 Application Tab

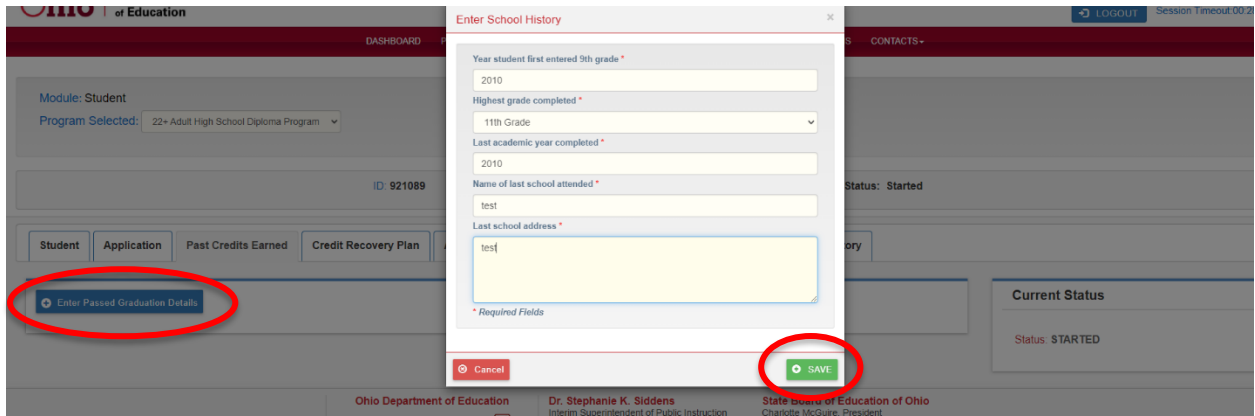
The Application Tab includes a summary of the data entered in step 3 for the adult participant.

The screenshot shows the 'Application' tab selected. The navigation tabs are: Student, Application, Past Credits Earned, Credit Recovery Plan, Assessment, Docs, Assurances, Status / Flags, and Comments / History. The 'Application Information' section shows: Initial Provider: 047373, Oak Hills Local; Program Criteria: Student does not have a High School Diploma or Certificate of High School Equivalence; and Is student twenty two years of age or older? Yes. The 'HSE REVIEW' section has checkboxes for 'Student does not have HSE' and 'HSE data has verified by HSE office'. The 'Legal District of Residency' section contains a table with columns: NAME, RESIDENCY BEGIN DATE, RESIDENCY END DATE, DID NOT RESIDE IN THE DISTRICT, and EDIT. The table has one row: 045757, Allen East Local, 07/01/2022, and a checkbox. The 'List of Providers' section contains a table with columns: NAME, ENROLLMENT START DATE, ENROLLMENT END DATE, EDIT, and DELETE. The table has one row: \* 047373, Oak Hills Local, 07/01/2022, and a checkmark. A note below states: \* - indicates Providers who can update Student data.

## 5.0 Past Credits Earned Tab

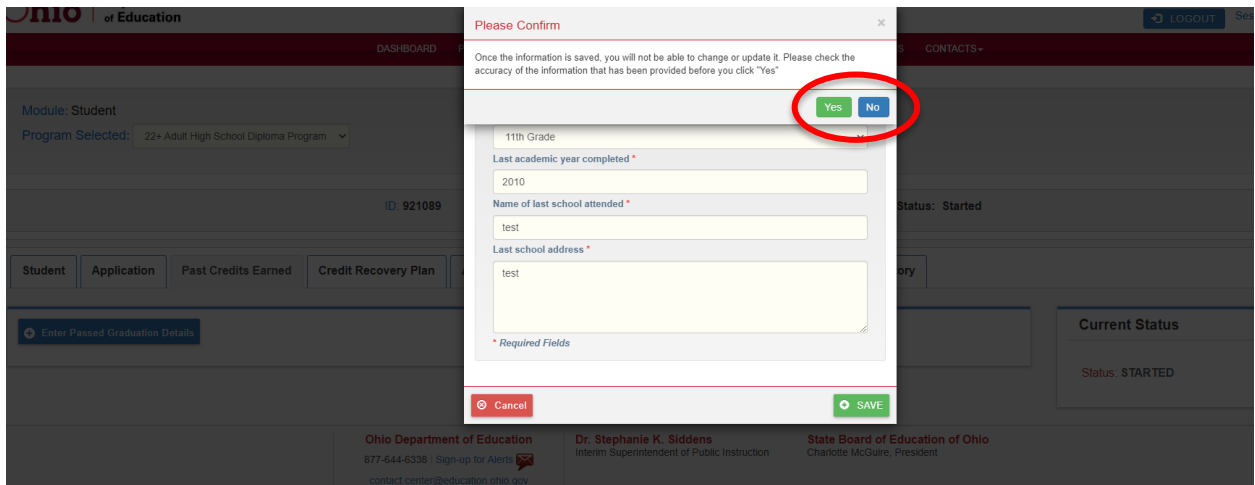
5.1 To establish the credit recovery plan for the adult participant, the provider is required to enter historic school information on the participant. Click *Enter Passed Graduation Details*.

The screenshot shows the 'Past Credits Earned' tab selected. The navigation tabs are: Student, Application, Past Credits Earned, Credit Recovery Plan, Assessment, Docs, Assurances, Status / Flags, and Comments / History. The 'Enter Passed Graduation Details' button is visible. The 'Current Status' section shows: Status: STARTED. The footer contains contact information for the Ohio Department of Education (877-644-6338, Sign-up for Alerts, contact.center@education.ohio.gov), Dr. Stephanie K. Siddens (Interim Superintendent of Public Instruction), and the State Board of Education of Ohio (Charlotte McGuire, President).



Once the participant's historic school information is entered, click Save. It is important that the data are entered accurately, especially the *Year participant entered 9<sup>th</sup> grade*.

5.2 A window appears as a reminder that the data cannot be changed. Click Yes if the entries are accurate.



5.3 This page documents the courses and assessments the participant is required to take and pass to earn a high school diploma.

## Past Credits Earned Tab - Entering course and assessment information

**This section applies to new participant applications.**

The HSD Nominator uses the participant's transcript(s) to document the courses and assessment the participant passed in high school by selecting the number of completed credits in the drop-down box to the right of each

Content and Elective subject. The drop-down menu includes the maximum number of credits the participant needs to pass to meet graduation requirements the year the participant entered the 9<sup>th</sup> grade for the first time.

Beginning in July of 2022, students who entered 9<sup>th</sup> grade for the first time between 1990 and 2013 and were required to take the proficiency or Ohio Graduation Test will instead be required to take the end-of-course assessments. Students do not need to take the end-of-course assessments in place of any Ohio Graduation Tests they have already passed. For example, if a participant passed the Math Ohio Graduation Test, they do not need to take a math end-of-course assessment.

### Participants with Disabilities

The HSD Nominator may check any end-of-course assessment as **passed** if the adult participant has an Individualized Education Plan that states they are exempt from the consequences of not passing one or more end-of-course assessments.

### Science End-of-Course Assessment

The HSD Nominator may mark the Science end-of-course assessment as passed if the adult participant initially entered the 9<sup>th</sup> grade prior to 1997. Adult participants entering the 9<sup>th</sup> grade in 1997 and beyond are required to pass the Science end-of-course assessment.

### Work/Life Credit

The HSD Nominator enters the number of Work/Life Credits under CTE elective credits on the Past Credits Earned Tab. Supporting documentation must be uploaded. Every 120 hours of work documented equals one (1) CTE credit up to the number of electives required.

**Enter only data that can be verified.**

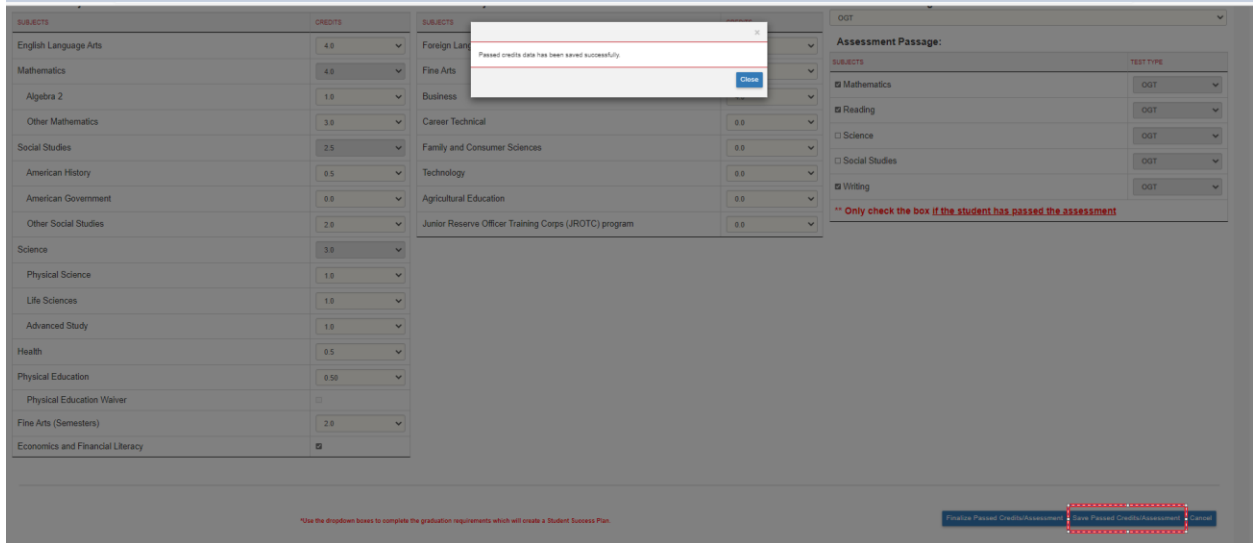
The following screen will appear under the *Past Credits Earned* tab.

Content Subjects:	credits
English Language Arts	3.0
Mathematics	3.0
Algebra 2	1.0
Other Mathematics	2.0
Social Studies	3.0
American History	0.5
American Government	0.5
Other Social Studies	2.0
Science	2.0
Physical Science	1.0
Life Sciences	0.5
Advanced Study	1.0
Health	0.5
Physical Education	0.50
Physical Education Waiver	
Fine Arts (Semesters)	2.0
Economics and Financial Literacy	0

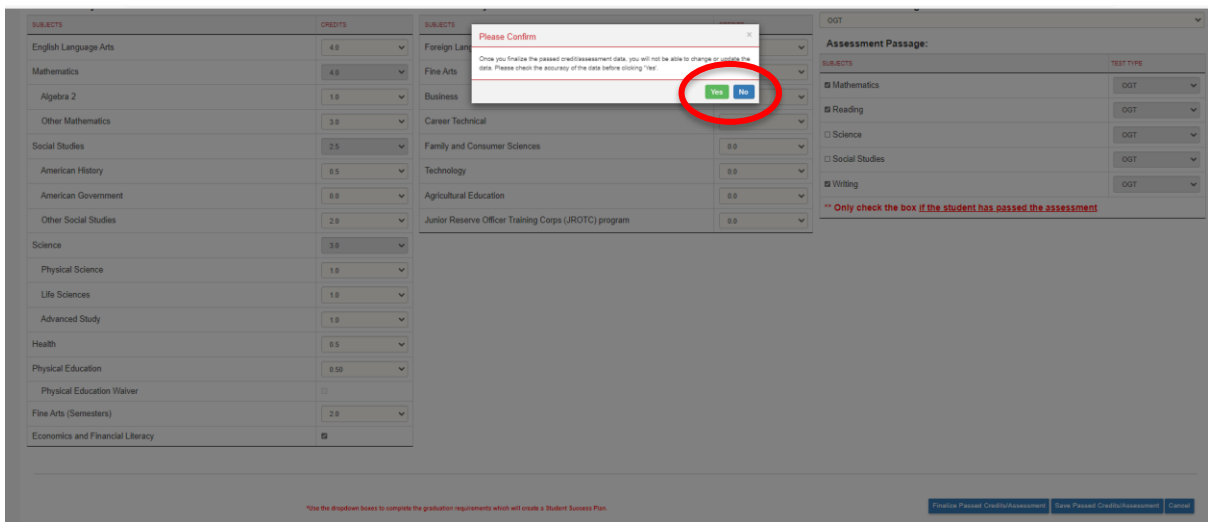
Elective Subjects:	credits
Foreign Language	0.0
Fine Arts	0.0
Business	0.0
Career Technical	0.0
Family and Consumer Sciences	0.0
Technology	0.0
Agricultural Education	0.0
Junior Reserve Officer Training Corps (JROTC) program	0.0

Assessment Passage:	POINTS
English Language and Arts	
English Language and Arts 1	3.0
English Language and Arts 2	0.0
Mathematics	
Algebra 1	3.0
Geometry	0.0
Social Studies and Science	
American History	4.0
American Government	1.0
Biology	0.0
Total Required Points	

Clicking *Save Passed Credits/Assessment* allows the HSD Nominator to double check and edit the information.



Clicking *Finalize Passed Credits/Assessment* locks the information on the page. Once the HSD Nominator has confirmed they have correctly uploaded all credits and assessments, click yes.



Student | Application | Past Credits Earned | Credit Recovery Plan | Assessment | Docs | Assurances | Status / Flags | Comments / History

**Student Past Details**  
 Student first entered 9th grade year: 2010      Highest grade completed: 11  
 Last academic year completed: 2010      Name of the last school attended: test

**Current Status**  
 Status: FINALIZED

CONTENT SUBJECTS	REQUIRED	PASSED	ELECTIVE SUBJECTS	REQUIRED	PASSED	EOC ASSESSMENT	POINTS COMPLETED
English Language Arts	4	3.5		5.0	4.0	English Language and Arts	
Mathematics	4	3.5	Foreign Language		0	English Language and Arts 1	3
Algebra 2	1	1	Fine Arts		0	English Language and Arts 2	0
Other Mathematics	3	2.5	Business		0	Mathematics	
Social Studies	3	3.0	Career Technical		0	Algebra 1	3
American History	0.5	0.5	Family and Consumer Sciences		4	Geometry	3
American Government	0.5	0.5	Technology		0	Social Studies and Science	
Other Social Studies	2	2	Agricultural Education		0	American History	4
Science	3	2.5	Junior Reserve Officer Training Corps (JROTC) program		0	American Government	1
Physical Science	1	1				Biology	0

**Summary**

	Required	Passed
Content	15.0	13.5
Elective	5.0	4.0
<b>Total:</b>	<b>20.0</b>	<b>17.5</b>

Ohio Department of Education | Dr. Stephanie K. Siddens | State Board of Education of Ohio

Providers can make corrections to the participants application until The Department has placed the application into the "Under Review" status.

## 6.0 Credit Recovery Plan Tab

6.1 When the HSD Nominator finalizes the Past Credits Earned, the system creates the Credit Recovery Plan based on the content, elective courses and assessments the adult participant is required to pass to earn a high school diploma.

If the Ohio Graduation Test is being used for assessments, the HSD Nominator will be directed to the following screen.

ID: 950332    Name: Justin lauber    Period: Adult Learner FY 2022    Type: New    Status: Started    [Back to student search results](#)

Student | Application | Past Credits Earned | Credit Recovery Plan | Assessment | Docs | Assurances | Status / Flags | Comments / History

**Year One**

CONTENT SUBJECTS	PLANNED	PASSED	ELECTIVE SUBJECTS	PLANNED	PASSED	ASSESSMENT SUBJECTS
Social Studies			Foreign Language	0.0	0	<input checked="" type="checkbox"/> Science
American Government	0.5	0	Fine Arts	0.0	0	<input checked="" type="checkbox"/> Social Studies
			Business	1.0	0	
			Career Technical	0.0	0	
			Family and Consumer Sciences	0.0	0	
			Technology	0.0	0	
			Agricultural Education	0.0	0	
			Junior Reserve Officer Training Corps (JROTC) program	0.0	0	

**Current Status**  
 Status: STARTED

**Graduating Info**  
 I plan on graduating this year.

**Summary**

OPTION 1 TRACK SELECTED

	Planned	Passed
Content:	0.5	0
Electives:	1.0	0
Assessments:	2	0
<b>Totals:</b>	<b>3.5</b>	<b>0</b>
Award Amount:		\$ 1850.00
Total Paid So Far:		\$0.00

\*\* The success plan details which credit(s) the student plans to complete this year

Finalize Plan    Save    Cancel

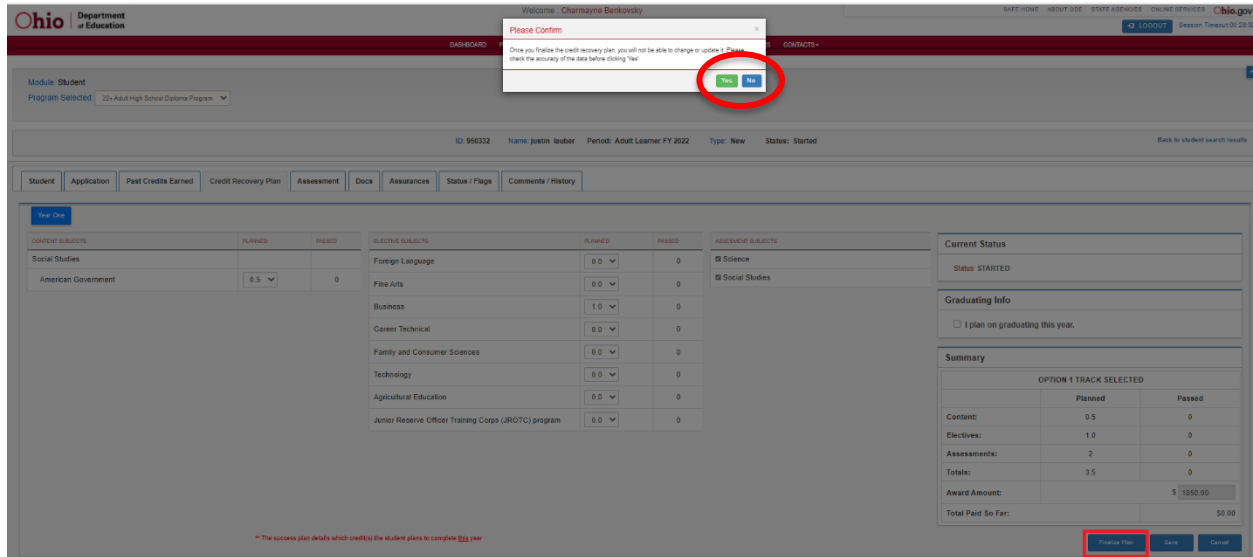


If end of course assessments are being used for assessments, the HSD Nominator will be directed to the following screen.

6.2 The HSD Nominator meets with the adult participant to determine which courses the adult participant complete this year. In this example, the adult participant chooses to take 1.50 content and elective credits and two assessments this year. If the participant plans to successfully complete all requirements this year, the HSD Nominator will check the box *I plan on graduating this year*.

Clicking *Save* allows the HSD Nominator to double check and edit the information. You will see a pop-up window stating, *Please wait* but there is no pop-up window to state that the information was saved. The amount of funding for the adult participant is located at the bottom right of the window.

After verifying the information on the Credit Recovery Plan is accurate, click *Finalize Plan*. If the information is accurate, click *Yes*. If corrections need made, click *No*.



6.3 Providers can make corrections to the participants application until The Department has placed the application into the “Under Review” status.

## 7.0 Assessment Tab

The Assessment Tab reflects the assessments required. In this example, the participant passed the reading and writing portions of the Ohio Graduation Tests prior to enrolling in the Program. This is denoted under the *Status* as *Approved*. The status for Mathematics, Social Studies, and Science says *Correction Needed* since these assessments have not yet been passed.

Assessment information can be entered by clicking on the edit icon located to the far right of the row.

Student's Assessments:							
SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
Reading			--Edit to select--		MANUALLY ENTERED	Approved	No Action Available
Writing			--Edit to select--		MANUALLY ENTERED	Approved	No Action Available
Mathematics			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver

## 7.1 Entering Assessment Data

This step would be completed after the participant application has been reviewed (Awarded) by the Ohio Department of Education and is Accepted by the HSD Nominator. Assessment information can be entered for the following data requirements: Subject, Grade level, Test date, Assessment type, and Test score.

The drop-down menu shown below identifies the current options available to replace the Ohio Graduation Test. In this example, the participant earned a remediation free score on the ACT.

Enter the test date and the passing score. Click the Save icon.

Click the *Submit* button.

An assessment document is required to *Submit*.

SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
Reading			--Edit to select--		MANUALLY ENTERED	Approved	No Action Available
Writing			--Edit to select--		MANUALLY ENTERED	Approved	No Action Available
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver

Once the document has been uploaded, the HSD Nominator clicks *Submit*. A confirmation message will appear, click *Yes* to submit.

Ohio Department of Education

Welcome, Nancy Byrd

SAFE HOME ABOUT ODE STATE AGENCIES ONLINE SERVICES

LOGOUT Session Time

Dashboard

Module: Student

Program Selected: 22+ Adult High School Diploma Program

PREVIOUS ID: 1022003 Name: Aarika Renee Dorsey Period: Adult Learner FY 2023 Type: Renewal Status: Started NEXT > Back to student view

Viewing student: 9 of 41

Student Application Past Credits Earned Credit Recovery Plan Assessment Docs Assurances Status / Flags Comments / History

**Student Information**

Primary Provider: 133264, Dotin Community SSID:  
 DOB: 04/11/1984 Ethnicity: Black, Non-Hispanic  
 Current Grade Level: Not Specified Submitted Document Type: NONE  
 Gender: F

**Student's Assessments:**

SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
Reading			--Edit to select--		MANUALLY ENTERED	Approved	No Action Available
Writing			--Edit to select--		MANUALLY ENTERED	Approved	No Action Available
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver

The status for the assessment will change to *Approved*.

Writing			--Edit to select--		MANUALLY ENTERED	Approved	No Action Available
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Approved	No Action Available
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver

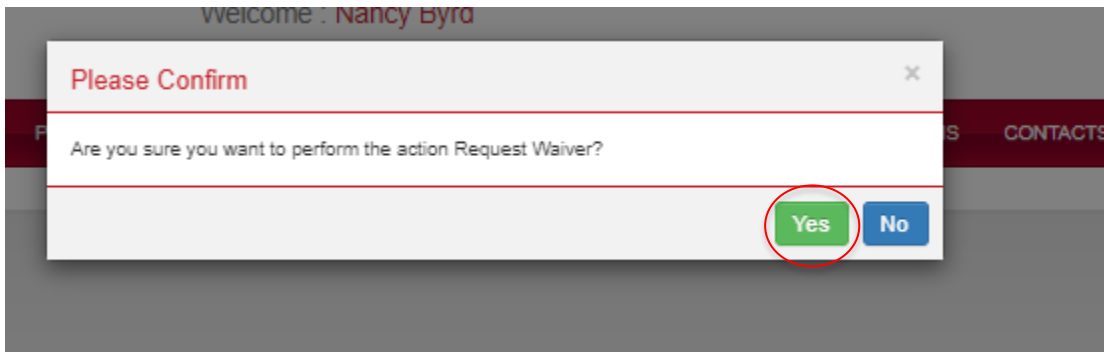
## 7.2 Assessment Waiver Request

Participants who have an IEP exemption may not be required to complete assessments. To request a waiver, complete the following steps.

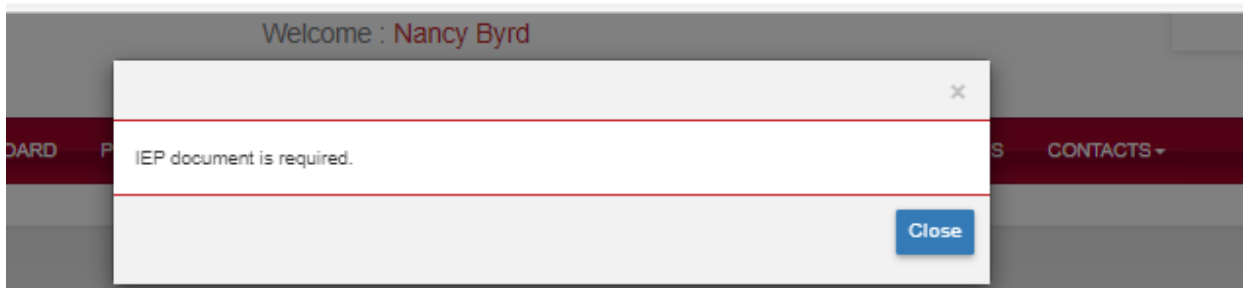
Click *Request Waiver* button.

Writing			--Edit to select--		MANUALLY ENTERED	Approved	No Action Available
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Approved	No Action Available
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver

A confirmation message will appear. Click *Yes*.



To request a waiver, an IEP document is required. Upload the participant's IEP document under the *Documents* tab.



Once the IEP document is uploaded, the status will change to *Waiver Requested*.

Social Studies	--Edit to select--	MANUALLY ENTERED	<u>Waiver Requested</u>	No Action Available
Science	--Edit to select--	MANUALLY ENTERED	Correction Needed	<a href="#">Submit</a> <a href="#">Request Waiver</a>

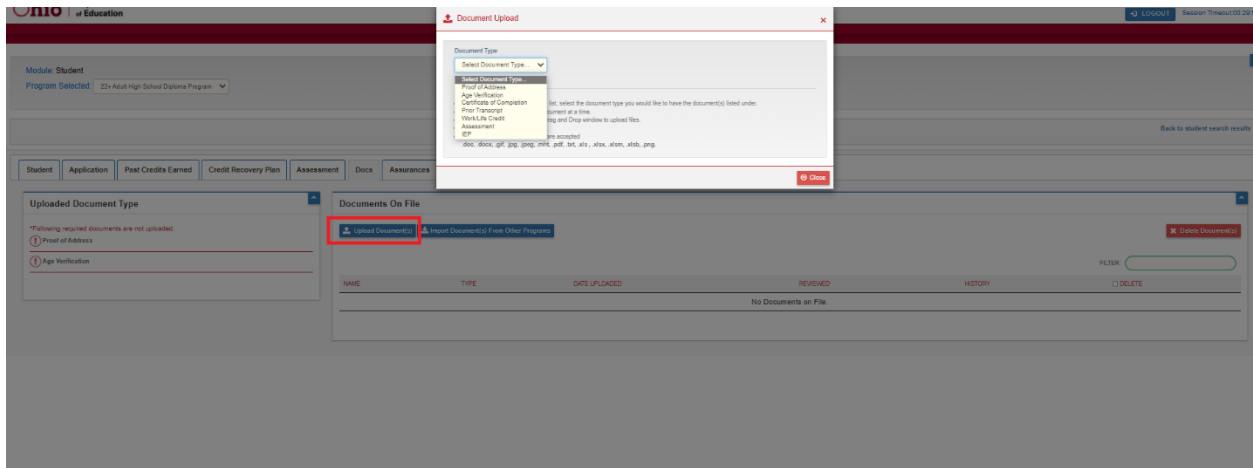
Once the waiver request has been reviewed and approved, the status will change to *Approved*.

Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	<u>Approved</u>	No Action Available
Social Studies			--Edit to select--		MANUALLY ENTERED	<u>Approved</u>	No Action Available
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	<a href="#">Submit</a> <a href="#">Request Waiver</a>

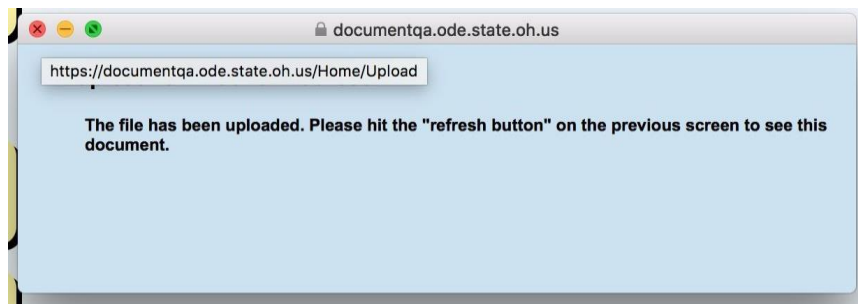
## 8.0 Documents Tab

Two documents are REQUIRED to submit the adult participant's Competency-Based Diploma application: Proof of Address and Age Verification. Proof of Address should show the individual's name, address, and date, such as a utility bill. This document needs to be dated no more than three months. Junk mail is not a valid proof of address. Age may be verified by uploading a copy of the participant's driver's license, state ID, etc.

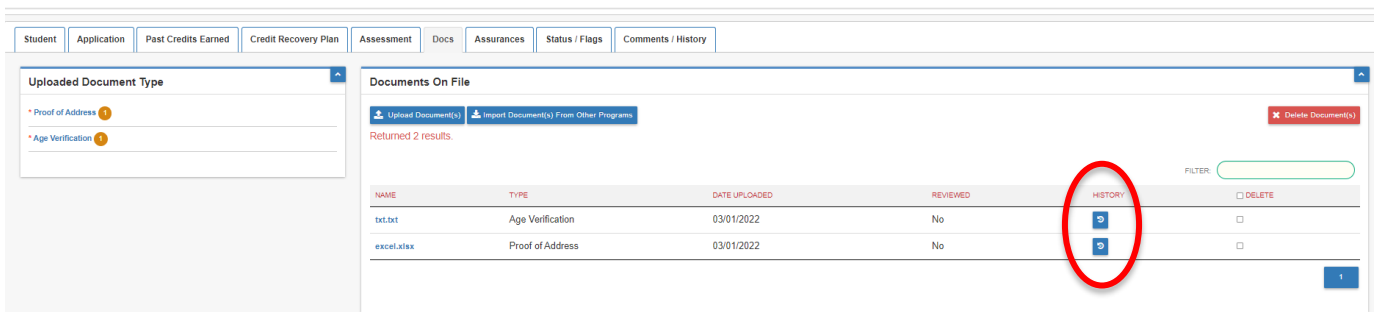
**8.1** To upload the Proof of Address, click *Proof of Address* in the yellow box. A screen will appear like the one below. Use the *Choose File* button to locate the document to upload. Once the document is selected, click the *Upload* button.



Once the file is uploaded, a pop-up window will appear.

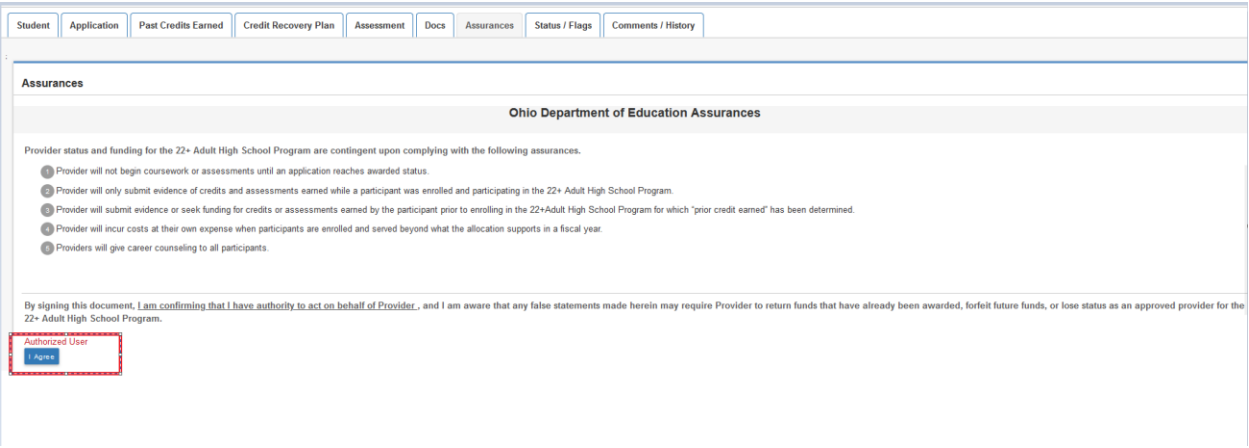


8.2 Once the file is uploaded, refresh the page by hitting the *Refresh* buttons next to each document. The uploaded document should appear.

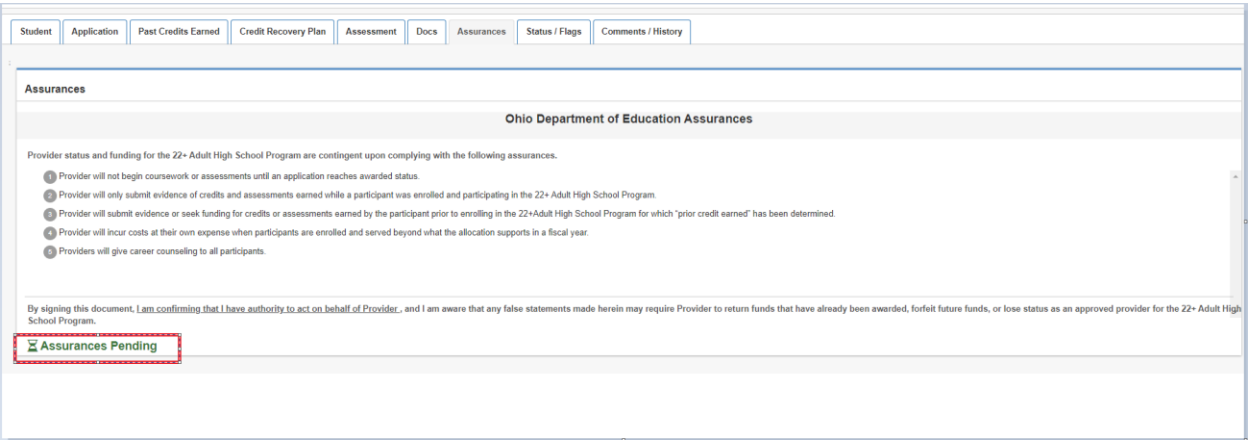


## 9.0 Assurances Tab

All roles should see the assurance tab. Nominator should have access to agree to the Assurances. As per the requirement, the superintendent, superintendent's designee, or HSD Authorizer can accept the assurance tab.

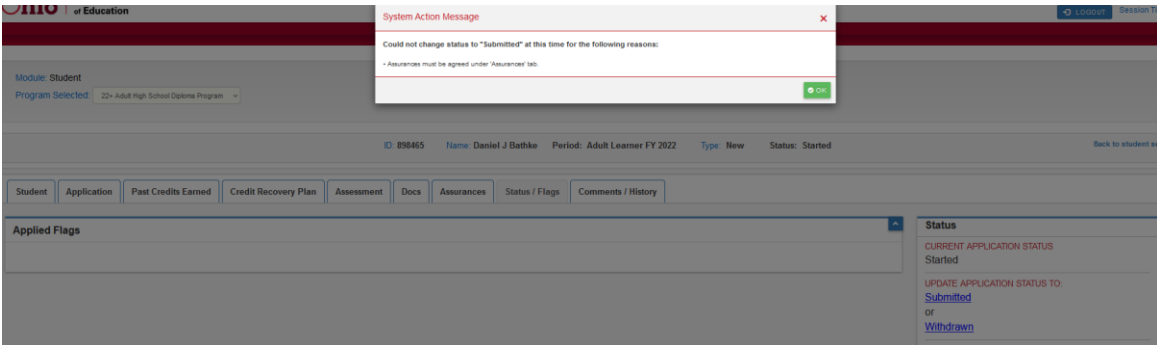


Until the nominator agrees to the assurances, all other users (admin.) will see the “Assurance pending” status.



User will see the below validation message if they haven’t agreed to the assurances before submitting the student application.

These assurances apply to the New and Renewal applications.



## 10.0 Status/Flags Tab

10.1 To submit a participant application, click on *Submitted*. To withdraw a participant, click on *Withdrawn*.

**10.2** Once the participant application is submitted, the status will change to *Submitted*.

## 11.0 Comments/History Tab

Use the Comments section to make historical notes regarding the adult participant application that may be needed later for clarification. The History section is an automatic record of actions taken and includes the date, time, person's name, and application's status change.

Date	Created By	Status
3/1/2022 1:05:54 PM	Carla Camposino	Submitted
3/1/2022 12:34:40 PM	Carla Camposino	Started

## 12.0 Student Application Review Process

After the provider submits the participant application, the Program Administrator reviews the application and clicks one of the following:

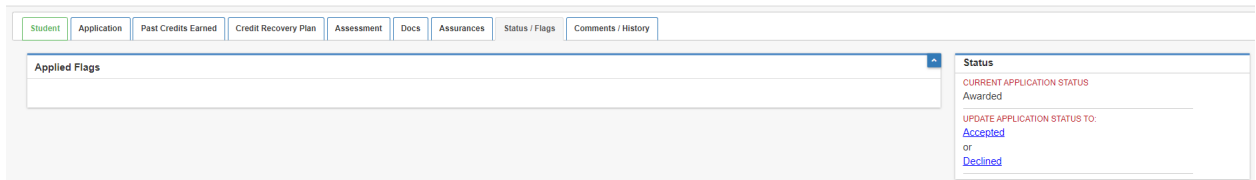
- *Review Completed* if there are no errors;



- *Correction Needed* if the application needs corrections; or
- *Not Eligible* if the participant is not eligible to enroll in the program; or
- *Waitlisted* if the remaining provider bucket funds are not sufficient to cover the number of participant credits left to complete.

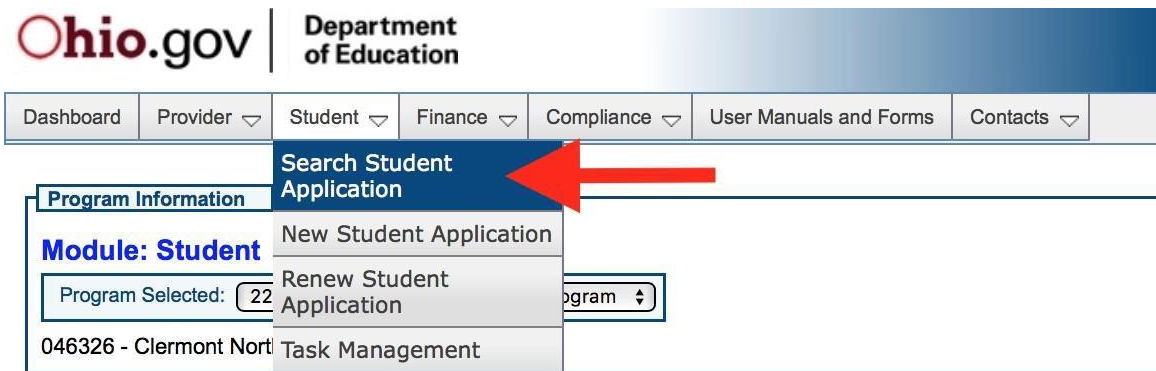
If the Program Administrator clicks *Review Completed* the Application changes to *Eligible*, then *Awarded*. The HSD Nominator has two options:

1. *Accepts* the application on the Status/Flags Tab  
or
2. *Declines* the application, which results in no funding.



## 13.0 Searching Existing Student Applications

To search for an existing participant application, select *Search Student Application* from the Student Menu.



## 14.0 Advanced Student Search Page

Click *search* in the bottom left to obtain a list of all participants for the Application Period selected. To view a participant's application, click on the *Details* button located to the far right of the existing participant application.

\*Note – select the correct *Application Period* in the dropdown box.

**ADVANCED STUDENT SEARCH PAGE**

BASIC SEARCH   SSID SEARCH   ASSESSMENT SEARCH

APPLICATION ID:    APPLICATION PERIOD:    APPLICATION STATUS:

STUDENT ID:    APPLICATION TYPE:    Accepted

SSID:    CURRENT GRADE LEVEL:    Awarded

FIRST NAME:    PROVIDER NAME:    Correction Needed

LAST NAME:    PROVIDER IRN:   SHOW ONLY MY STUDENTS   Declined

DOB:    DISTRICT NAME:    Eligible

DATE SUBMITTED:    DISTRICT IRN:    Not Eligible

HAS FATAL FLAG(S):    SORT ORDER:    Requirements Passed

Submitted

Terminated

Basic Search - 36 result(s) returned.

NAME	GRADE	APP ID	PROGRAM PERIOD	STUDENT ID	PRIMARY PROVIDER IRN	PRIMARY PROVIDER	DISTRICT IRN	DISTRICT OF RESIDENCE	APP STATUS	DATE SUBMITTED	APP TYPE	DETAILS
, A	**	410397	Adult Learner FY 2018	221273	046326	Clermont Northeastern Local	046326	Clermont Northeastern Local	Requirements Passed	1/26/2018	New	
Kirby, Jerry Dean	**	410457	Adult Learner FY 2018	221319	046326	Clermont Northeastern Local	046359	West Clermont Local	Started		New	
, James	**	410597	Adult Learner FY 2018	221459	046326	Clermont Northeastern Local	046326	Clermont Northeastern Local	Requirements Passed	1/26/2018	New	
, M	**	410599	Adult Learner FY 2018	221461	046326	Clermont Northeastern Local	045500	Milford Exempted Village	Requirements Passed	3/20/2018	New	
, Nicole	**	410595	Adult Learner FY 2018	221457	046326	Clermont Northeastern Local	046342	Goshen Local	Started		New	

The existing Student Information page provides the general information initially entered for the participant. To edit the participant’s information, click on the Edit Icon (pencil tool) located at the top of each section. Other participant application pages can be accessed by clicking on the desired tab located along the top of the page. If you have questions or need to edit the information on these pages, please follow the steps and guidance provided for the page provided above.

# Renewal Student Application

## 1.0 Completing the Student Application

Completing the Student Application is the Provider's responsibility. Providers may enroll participants into the system once the Ohio Department of Education approves the provider to offer the Competency-Based Diploma Pilot Program and the participant application window is open. The adult participant **MUST** create and confirm their SAFE account **BEFORE** beginning this process.

### 1.1 Sign in to OH|ID Portal. (<https://safe.ode.state.oh.us/portal/>)

An Official Site of [Ohio.gov](https://ohio.gov)

**OH|ID**

Log in to your OH|ID account to access multiple state applications.

User ID

[FORGOT YOUR USER ID?](#)

Password

[FORGOT PASSWORD?](#)

[Log In](#)

[LOGIN HELP](#) | [FIRST TIME USER?](#)

By logging in to and using this website, I agree to the Terms of Use and Legal Terms and Conditions of this website and to any other terms and conditions that may be set forth on the individual pages of this website. State of Ohio computer systems may be accessed and used only for official state business by authorized personnel.

### 1.2 Click the Adult Learner Application tile

An Official Site of [Ohio.gov](https://ohio.gov)

**OH|ID** SECURITY DEVELOPERS HELP [MANAGE OH|ID ACCOUNT](#)

DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY DEVICES

### My Sites & Applications

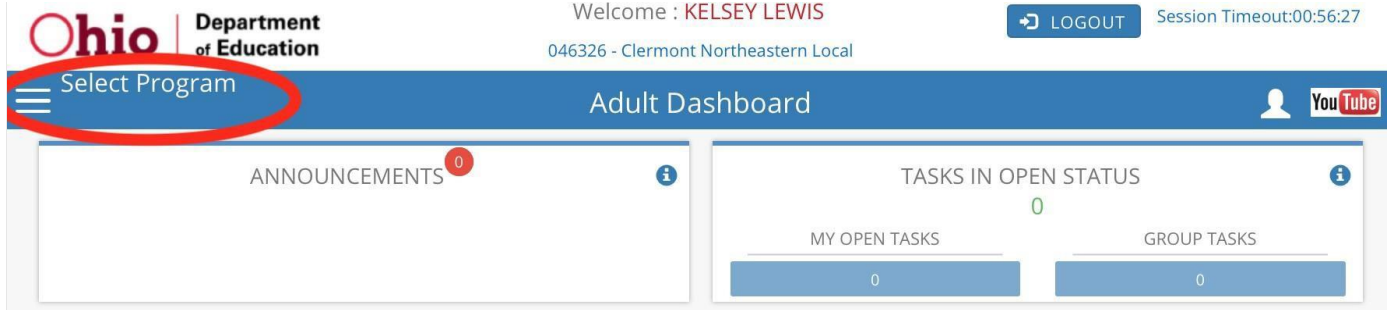
A collection of all the sites and applications you have accessed, using your OH|ID account.

- Adult Learner Providers and Students**  
22+ High School Diploma and Adult Diploma Programs  
[Go To Site](#)
- Department of Education Application Request**  
Request access to Education applications  
[Go To Site](#)
- Department of Education Profile Setup**  
Create a profile with The Department  
[Go To Site](#)
- Educator Licensure and Records (CORE)**  
Apply, renew, and maintain licenses  
[Go To Site](#)

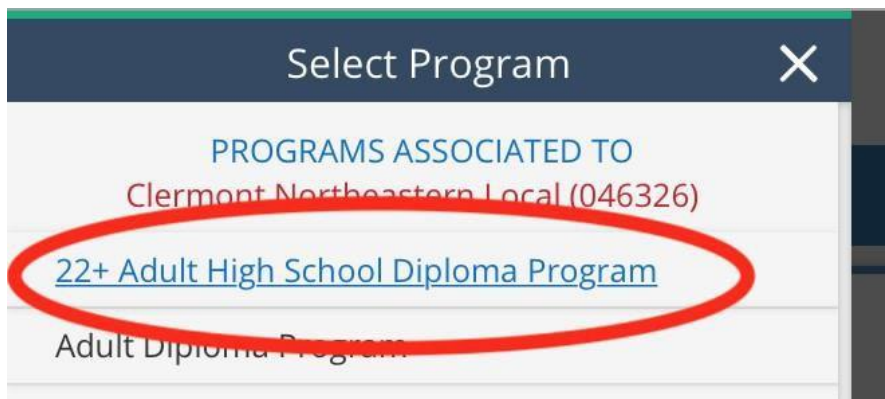
### Other Sites & Applications under OH|ID

A list of all the other sites and applications available that require an OH|ID account to sign in

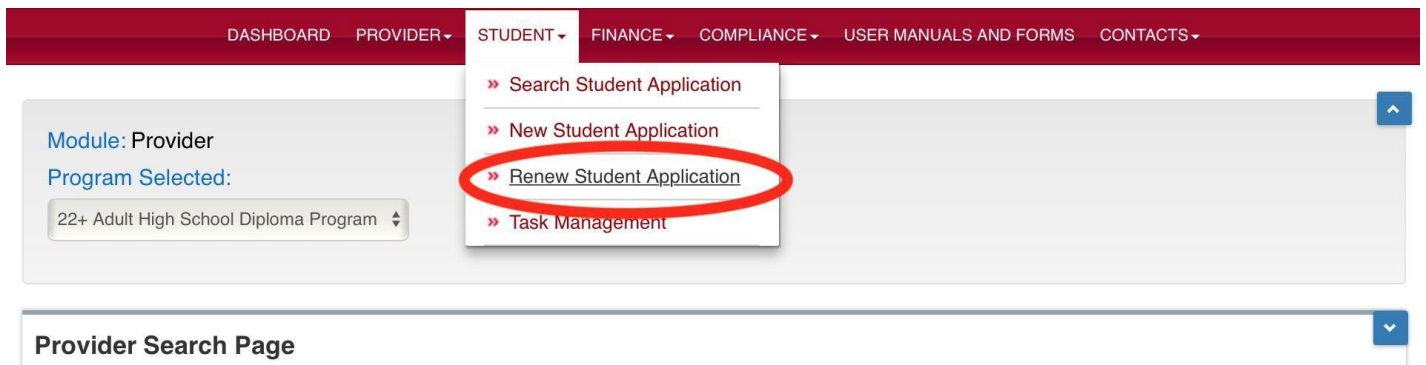
1.3 The Dashboard will appear. Click *Select Program* in the top left.



1.4 In the window that appears on the left, click on *22+ High School Diploma Program*.



1.5 Hover over the Student Tab located in the top left of the page. Select *Renew Student Application*.



## 2.0 Student Search for Creating a Renewal Application

2.1 A list of selected participants will appear. Click on “Click here to complete renewal applications.”

STUDENT ID	STUDENT NAME	RENEWAL STATUS	FAILURE REASONS
227473	Denver Nieman	✓	
215945	Heaven Foster	✓	
251822	Ca'Riyah Stephens	✓	
242111	Trinity Francis	✓	
238006		✓	

2.2 Auto Approval: A dialogue box will appear, click OK.

System Action Message

Could not change status to "Submitted" at this time for the following reasons:

- There are other applications for this student in the previous period that have not reached Withdrawn, Declined or Terminated.

OK

2.3 Under the Status/Flags Tab, providers can view the status of the application. The application will be moved to *Awarded* status if the provider has sufficient bucket funds.

Applied Flags

Fatal Invoices Outstanding  
(Resolution: Resolve outstanding invoices before proceeding)

Status

CURRENT APPLICATION STATUS: Awarded

UPDATE APPLICATION STATUS TO: Accepted or Declined

2.4 The application will be moved to *Waitlisted* status if the provider has insufficient bucket funds.

Applied Flags

Status

CURRENT APPLICATION STATUS: Waitlisted

UPDATE APPLICATION STATUS TO: Withdrawn

## 3.0 Credit Recovery Plan

3.1 The system automatically creates an individualized Credit Recovery Plan for renewal participants based on the content and elective courses and assessments the participant is required to pass in order to meet the minimum graduation requirements.

Year One	Year Two	CONTENT SUBJECTS	PLANNED	PASSED	ELECTIVE SUBJECTS	PLANNED	PASSED	ASSESSMENT SUBJECTS
		Business/Technology	0.0	0	Mathematics	0.0	0	<input checked="" type="checkbox"/>
		Fine Arts	0.0	0	Science	0.0	0	<input checked="" type="checkbox"/>
		Foreign Language	0.0	0	Social Studies	0.0	0	<input checked="" type="checkbox"/>
		English Language Arts	0.0	0				
		Mathematics	0.0	0				
		Social Studies	0.0	0				
		Science	0.0	0				
		Career Technical	0.0	0				

3.2 The HSD Nominator meets with the participant to review the participant's goals and identify the courses, electives, and assessments the participant must complete to graduate. In the example below, the participant plans to complete 0.5 content credits, 1.0 elective credits, and two assessments. The plan is in *Started Status*.

Year One	Year Two	CONTENT SUBJECTS	PLANNED	PASSED	ELECTIVE SUBJECTS	PLANNED	PASSED	ASSESSMENT SUBJECTS
		Social Studies	0.5	0	Foreign Language	0.0	0	<input checked="" type="checkbox"/>
		American Government	0.5	0	Fine Arts	0.0	0	<input checked="" type="checkbox"/>
					Business	1.0	0	<input checked="" type="checkbox"/>
					Career Technical	0.0	0	<input checked="" type="checkbox"/>
					Family and Consumer Sciences	0.0	0	<input checked="" type="checkbox"/>
					Technology	0.0	0	<input checked="" type="checkbox"/>
					Agricultural Education	0.0	0	<input checked="" type="checkbox"/>
					Junior Reserve Officer Training Corps (JROTC) program	0.0	0	<input checked="" type="checkbox"/>

Clicking *Save* allows the HSD Nominator to double check and edit the information. You will see a pop-up window stating, "Please wait" but there is no pop-up window to state that the information was saved. The amount of funding for the adult participant is located at the bottom right of the window.

After verifying the information on the Credit Recovery Plan is accurate, click *Finalize Plan*. If the information is accurate, click *OK*. If corrections are needed, click *Cancel*.

3.3 Once the Credit Recovery Plan has been finalized, the date cannot be changed or updated. Therefore, it is imperative to double check the accuracy of the data **before** clicking Yes.

The screenshot displays the Ohio Department of Education's user interface. A modal dialog box titled "Please Confirm" is centered on the screen, containing the text: "Once you finalize the credit recovery plan, you will not be able to change or update it. Please check the accuracy of the data before clicking 'Yes'." Below the text are two buttons: a green "Yes" button and a blue "No" button, both of which are circled in red. The background interface shows a student profile for Justin Isaber, ID 950332, in the Adult Learner FY 2022 period. A navigation menu includes tabs for Student, Application, Past Credits Earned, Credit Recovery Plan, Assessment, Docs, Assurances, Status / Flags, and Comments / History. The "Credit Recovery Plan" tab is active, showing a table of subjects with planned and passed credit amounts. A "Summary" section on the right provides a total of 3.5 planned credits and 0 passed credits, with a total award amount of \$1050.00. At the bottom right, there are buttons for "Finalize Plan", "Save", and "Cancel", with "Finalize Plan" also circled in red.

CONTENT SUBJECTS	PLANNED	PASSED	ELECTIVE SUBJECTS	PLANNED	PASSED	ASSESSMENT SUBJECTS
Social Studies			Foreign Language	0.0	0	Science
American Government	0.5	0	Fine Arts	0.0	0	Social Studies
			Business	1.0	0	
			Career Technical	0.0	0	
			Family and Consumer Sciences	0.0	0	
			Technology	0.0	0	
			Agricultural Education	0.0	0	
			Junior Reserve Officer Training Corps (JROTC) program	0.0	0	




OPTION 1 TRACK SELECTED		
	Planned	Passed
Content:	0.5	0
Electives:	1.0	0
Assessments:	2	0
Totals:	3.5	0
Award Amount:		\$ 1050.00
Total Paid So Far:		\$0.00

3.4 Click Yes to finalize the Credit Recovery Plan.

## 4.0 Assessment Tab

The system automatically populates assessment information for the participant based on the information entered on the Past Credits Earned tab. In this example, the participant passed the reading and writing portions of the Ohio Graduation Tests. This is denoted under the *Status* as *Approved*. The status for Mathematics, Social Studies, and Science says *Correction Needed* since these assessments have not yet been passed.




Assessment information can be entered by clicking on the edit icon located to the far right of the row.

Student's Assessments:							
SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
Reading			--Edit to select--		MANUALLY ENTERED	Approved	No Action Available
Writing			--Edit to select--		MANUALLY ENTERED	Approved	No Action Available
Mathematics			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 




## 4.1 Entering Assessment Data

This step would be completed after the participant application has been reviewed (Awarded) by the Ohio Department of Education and is Accepted by the HSD Nominator. Assessment information can be entered for the following data requirements: Subject, Grade level, Test date, Assessment type, and Test score.



The drop-down menu shown below identifies the current options available to replace the Ohio Graduation Test. In this example, the participant earned a remediation free score on the ACT.

Mathematics	10th Grade	08/13/2022	ACT		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Social Studies			ACT SAT Algebra 1 Geometry		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Science					MANUALLY ENTERED	Correction Needed	Submit Request Waiver 

Enter the test date and the passing score. Click the Save icon.

Mathematics	10th Grade	08/13/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 

Click the *Submit* button.

Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 



An assessment document is required to *Submit*.

The screenshot shows the Ohio Department of Education dashboard for a student named Aarika Renee Dorsey. A modal window displays the message "Assessment document is required." with a "Close" button. Below the message, the student's information and assessment history are visible. The assessment table shows that the Mathematics assessment (ACT) has a status of "Correction Needed" and a score of 700. The other assessments (Reading, Writing, Social Studies, Science) have a status of "Approved".

SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
Reading			-Edit to select-		MANUALLY ENTERED	Approved	No Action Available
Writing			-Edit to select-		MANUALLY ENTERED	Approved	No Action Available
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Social Studies			-Edit to select-		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Science			-Edit to select-		MANUALLY ENTERED	Correction Needed	Submit Request Waiver

Once the document has been uploaded, the HSD Nominator clicks *Submit*. A confirmation message will appear, click *Yes* to submit.

The screenshot shows the same dashboard as before, but with a confirmation modal window open. The modal asks "Please Confirm" and "Are you sure you want to perform the action Submit?". The "Yes" button is circled in red, indicating it should be clicked. The assessment table below shows that the Mathematics assessment status has changed to "Approved".

SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
Reading			-Edit to select-		MANUALLY ENTERED	Approved	No Action Available
Writing			-Edit to select-		MANUALLY ENTERED	Approved	No Action Available
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Approved	Submit Request Waiver
Social Studies			-Edit to select-		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Science			-Edit to select-		MANUALLY ENTERED	Correction Needed	Submit Request Waiver

The status for the assessment will change to *Approved*.

SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
Writing			-Edit to select-		MANUALLY ENTERED	Approved	No Action Available
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Approved	No Action Available
Social Studies			-Edit to select-		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Science			-Edit to select-		MANUALLY ENTERED	Correction Needed	Submit Request Waiver

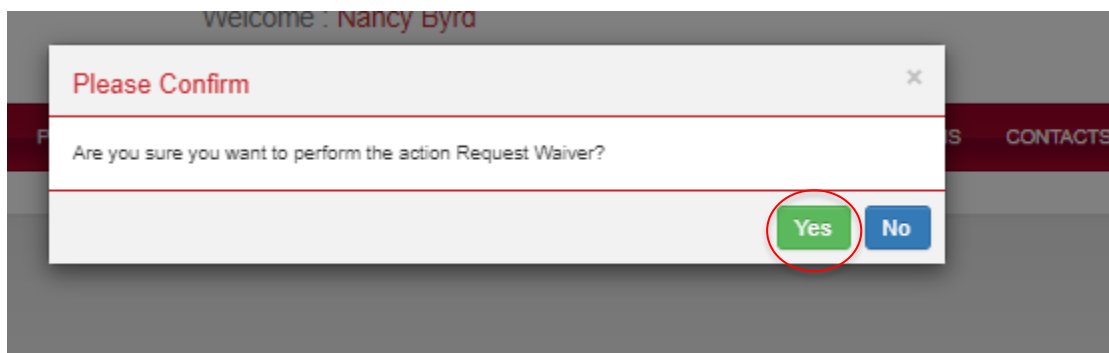
## 4.2 Assessment Waiver Request

Participants who have an IEP exemption may not be required to complete assessments. To request a waiver, complete the following steps.

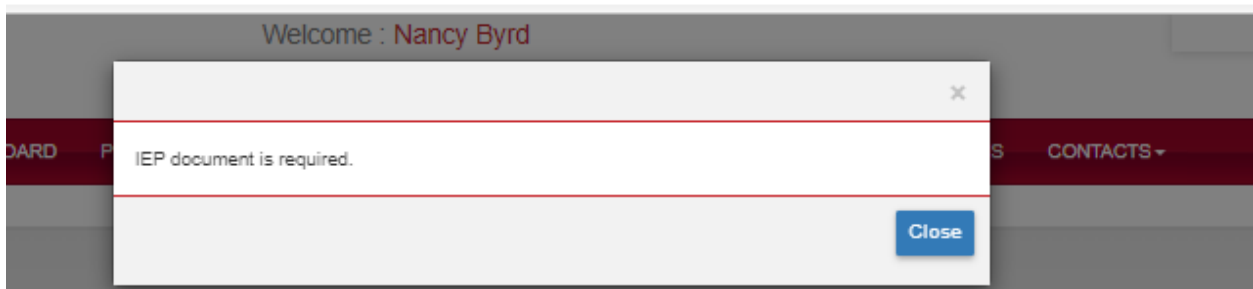
Click *Request Waiver* button.

Writing			--Edit to select--		MANUALLY ENTERED	Approved	No Action Available
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Approved	No Action Available
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	<a href="#">Submit</a> <a href="#">Request Waiver</a> <span>B</span>
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	<a href="#">Submit</a> <a href="#">Request Waiver</a> <span>B</span>

A confirmation message will appear. Click *Yes*.



To request a waiver, an IEP document is required. Upload the participant's IEP document under the *Documents* tab.



Once the IEP document is uploaded, the status will change to *Waiver Requested*.

Social Studies			--Edit to select--		MANUALLY ENTERED	<u>Waiver Requested</u>	No Action Available
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	<a href="#">Submit</a> <a href="#">Request Waiver</a> <span>B</span>

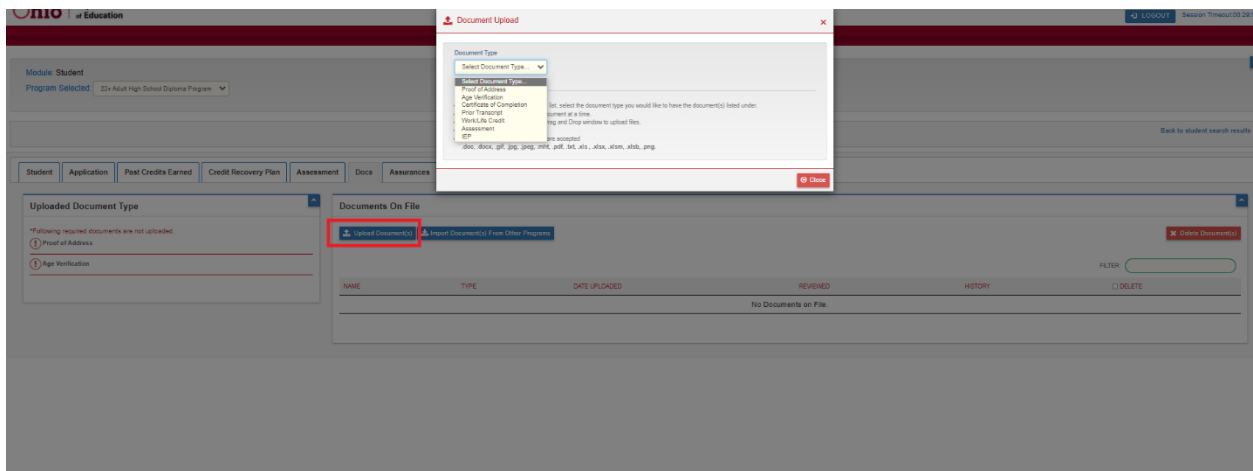
Once the waiver request has been reviewed and approved, the status will change to *Approved*.

Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	<u>Approved</u>	No Action Available
Social Studies			--Edit to select--		MANUALLY ENTERED	<u>Approved</u>	No Action Available
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	<a href="#">Submit</a> <a href="#">Request Waiver</a> <span>B</span>

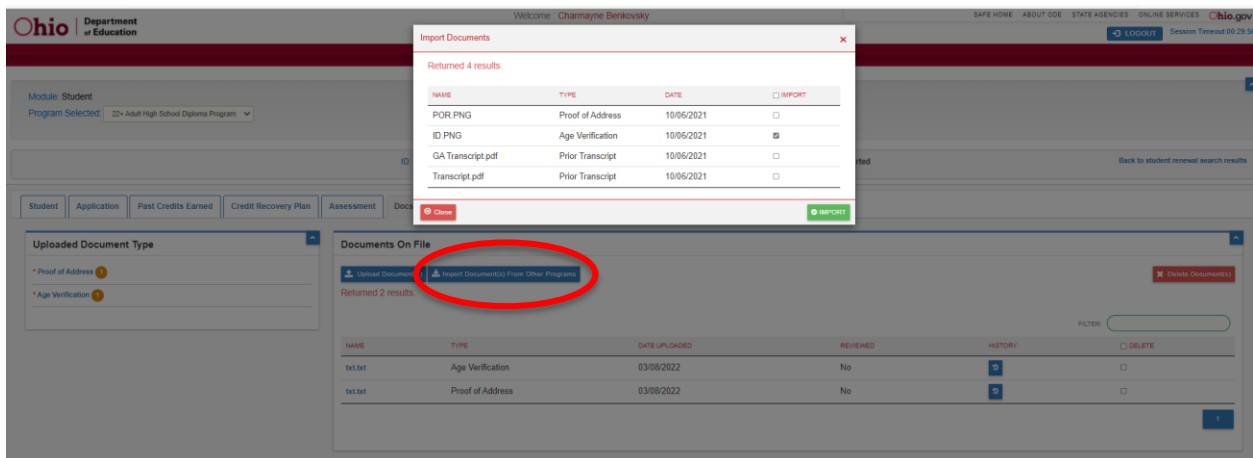
## 5.0 Documents Tab

Two documents are REQUIRED to submit the adult participant's Competency-Based Diploma application: Proof of Address and Age Verification. Proof of Address should show the individual's name, address, and date, such as a utility bill. This document needs to be dated no more than three months. Junk mail is not a valid proof of address. Age may be verified by uploading a copy of the participant's driver's license, state ID, etc.

**5.1** To upload the Proof of Address, click *Proof of Address* in the yellow box. A screen will appear like the one below. Use the *Choose File* button to locate the document to upload. Once the document is selected, click the *Upload* button.



Alternatively, documents may be imported from previous applications by selecting *Import Documents from Other Programs*.



**5.2** Once the file is uploaded, refresh the page by hitting the *Refresh* button on the bottom right side of the page. The uploaded document(s) should appear.

## 6.0 Assurances Tab

All roles should see the assurance tab. Nominator should have access to agree to the Assurances. As per the requirement, the superintendent, superintendent's designee, or HSD Authorizer can accept the assurance tab.

Assurances

Ohio Department of Education Assurances

Provider status and funding for the 22+ Adult High School Program are contingent upon complying with the following assurances.

- 1 Provider will not begin coursework or assessments until an application reaches awarded status.
- 2 Provider will only submit evidence of credits and assessments earned while a participant was enrolled and participating in the 22+ Adult High School Program.
- 3 Provider will submit evidence or seek funding for credits or assessments earned by the participant prior to enrolling in the 22+Adult High School Program for which "prior credit earned" has been determined.
- 4 Provider will incur costs at their own expense when participants are enrolled and served beyond what the allocation supports in a fiscal year.
- 5 Providers will give career counseling to all participants.

By signing this document, I am confirming that I have authority to act on behalf of Provider, and I am aware that any false statements made herein may require Provider to return funds that have already been awarded, forfeit future funds, or lose status as an approved provider for the 22+ Adult High School Program.

Authorized User  
I Agree

Until the nominator agrees to the assurances, all other users (admin.) will see the "Assurance pending" status.

Assurances

Ohio Department of Education Assurances

Provider status and funding for the 22+ Adult High School Program are contingent upon complying with the following assurances.

- 1 Provider will not begin coursework or assessments until an application reaches awarded status.
- 2 Provider will only submit evidence of credits and assessments earned while a participant was enrolled and participating in the 22+ Adult High School Program.
- 3 Provider will submit evidence or seek funding for credits or assessments earned by the participant prior to enrolling in the 22+Adult High School Program for which "prior credit earned" has been determined.
- 4 Provider will incur costs at their own expense when participants are enrolled and served beyond what the allocation supports in a fiscal year.
- 5 Providers will give career counseling to all participants.

By signing this document, I am confirming that I have authority to act on behalf of Provider, and I am aware that any false statements made herein may require Provider to return funds that have already been awarded, forfeit future funds, or lose status as an approved provider for the 22+ Adult High School Program.

Assurances Pending

User will see the below validation message if they haven't agreed to the assurances before submitting the student application.

These assurances apply to the New and Renewal applications.

System Action Message

Could not change status to "Submitted" at this time for the following reasons:

- Assurances must be agreed under "Assurances" tab.

ID: 898465 Name: Daniel J Bathke Period: Adult Learner FY 2022 Type: New Status: Started

Assurances

Applied Flags

Status

CURRENT APPLICATION STATUS: Started

UPDATE APPLICATION STATUS TO: Submitted or Withdrawn

## 7.0 Status/Flags Tab

7.1 To submit a participant application, click on *Submitted*. To withdraw a participant, click on *Withdrawn*.

The screenshot shows the 'Status / Flags' tab in a web application. The 'Applied Flags' section is empty. The 'Status' dropdown menu is open, showing the current status as 'Started'. Below it, the options to update the status are 'Submitted' and 'Withdrawn', both of which are circled in red.

7.2 Once the participant application is submitted, the status will change to *Submitted*.

The screenshot shows the 'Status / Flags' tab in a web application. The 'Applied Flags' section is empty. The 'Status' dropdown menu is open, showing the current status as 'Submitted'. Below it, the options to update the status are 'Withdrawn' and 'Correction Needed', both of which are circled in red.

## 8.0 Comments/History Tab

Use the Comments section to make historical notes regarding the adult participant application that may be needed later for clarification. The History section is an automatic record of actions taken and includes the date, time, person's name, and application's status change.

The screenshot shows the 'Comments / History' tab in a web application. The 'Comments Summary' section has an 'Add New Subject' button and a table with columns 'Last Updated', 'Subject', and 'Last Updated By'. The 'Comment' section has a note: 'Note: Comments are for information only. Recipients are not notified when a comment is entered.' Below this is a form with 'Subject' and 'Message' fields. The 'Application History' section shows a table with columns 'Date', 'Created By', and 'Status'.

Date	Created By	Status
3/1/2022 1:05:54 PM	Carla Campesino	Submitted
3/1/2022 12:34:40 PM	Carla Campesino	Started

## 9.0 Student Application Review Process

After the provider submits the participant application, the Program Administrator reviews the application and clicks one of the following:

- *Review Completed* if there are no errors;
- *Correction Needed* if the application needs corrections; or
- *Not Eligible* if the participant is not eligible to enroll in the program; or
- *Waitlisted* if the remaining provider bucket funds are not sufficient to cover the number of participant credits left to complete.

If the Program Administrator clicks *Review Completed* the Application changes to *Eligible*, then *Awarded*. The HSD Nominator has two options:

1. *Accepts* the application on the Status/Flags Tab  
or
2. *Declines* the application, which results in no funding.

The screenshot shows a web interface with several tabs: Student, Application, Past Credits Earned, Credit Recovery Plan, Assessment, Docs, Assurances, Status / Flags, and Comments / History. The 'Status / Flags' tab is active. Below the tabs is a section labeled 'Applied Flags' with a dropdown arrow. To the right is a 'Status' panel. The 'CURRENT APPLICATION STATUS' is 'Awarded'. Below it, the 'UPDATE APPLICATION STATUS TO:' section has two options: 'Accepted' and 'Declined', both with dropdown arrows.

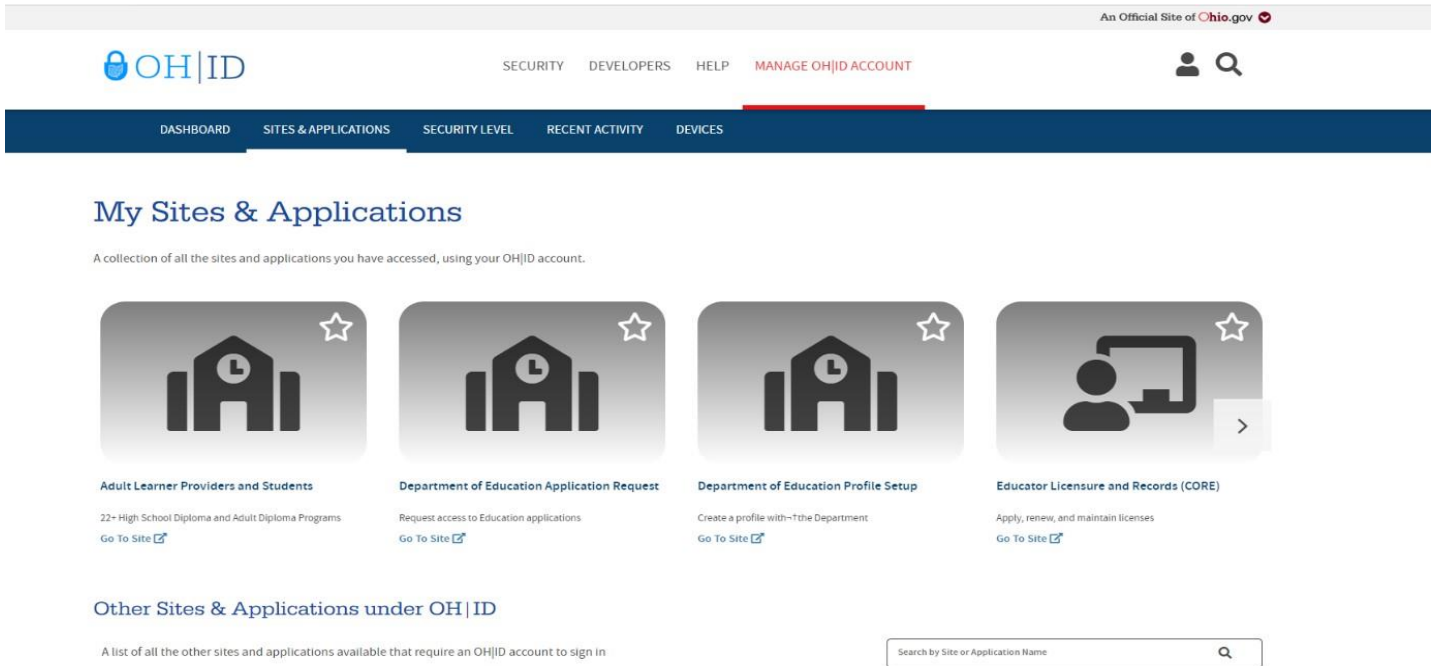
## 10.0 Searching Existing Student Applications

To search for an existing participant application, select *Search Student Application* from the Student Menu.

The screenshot shows the Ohio.gov Department of Education navigation menu. The 'Student' menu is expanded, showing options: 'Search Student Application' (highlighted with a red arrow), 'New Student Application', 'Renew Student Application', and 'Task Management'. The 'Program Selected:' dropdown is set to '22'. The 'Program' dropdown is also visible.

# 11.0 Advanced Student Search Page

Click *search* in the bottom left to obtain a list of all participants for the Application Period selected. To view a participant’s application, click on the *Details* button located to the far right of the existing participant application.  
\*Note – select the correct *Application Period* in the dropdown box.



The existing Student Information page provides the general information initially entered for the participant. To edit the participant’s information, click on the Edit Icon (pencil tool) located at the top of each section. Other participant application pages can be accessed by clicking on the desired tab located along the top of the page. If you have questions or need to edit the information on these pages, please follow the steps and guidance provided for the page provided above.

# Invoicing

This guide provides instructions on the payment process for the Competency-Based Diploma Pilot or Program.

## Payment for Competency-Based Diploma Pilot Program

### \$5,000 maximum per participant per year

- \$790 for each credit passed
- \$400 per content assessment
  - \$400 upon attainment of a minimum accumulating score of 18 points on end-of-course assessments
  - \$400 upon attainment of a minimum of 4 points on English language arts end-of-course-assessments or a minimum score of 400 points on the reading Ohio Graduation Test and 400 points on the writing Ohio Graduation Test
  - \$400 upon attainment of a minimum of 4 points on mathematics end-of-course assessments or a minimum score of 400 points on the mathematics Ohio Graduation Test
  - \$400 upon attainment of a minimum accumulating score of 6 points on science and social studies end-of-course assessments or a minimum score of 400 points on each of the science or social studies Ohio Graduation Test
- Students who entered 9<sup>th</sup> grade in 2014 and beyond must participate in end-of-course assessments as opposed to the Ohio Graduation Test
- The \$800 for successfully passing remaining credits and/or assessments and earning a high school diploma will no longer be included for FY2022 and beyond.

Bucket details are available on Status/Flags tab at any status of provider application. After viewing payment options and bucket funding details, submit invoice.

The screenshot shows a web application interface for managing provider applications. At the top, there are navigation buttons for 'Previous' and 'Next', and a search bar. The main content area is divided into several sections:

- Navigation Tabs:** General, Personnel, Application, Participating Buildings, Docs, Status / Flags (selected), Comments / History.
- Available Flags:** A list of flags that can be applied to the application, including 'Fatal-Not Renewing', 'Fatal-Payment on Hold', and 'Fatal-Renewal on Hold'. There are 'Add Flag' and 'Remove Flag' buttons.
- Applied flags you may remove:** A section for flags that have been applied but can be removed.
- Applied flags you may not remove:** A section for flags that have been applied and cannot be removed.
- Provider Bucket Details:** A summary of the provider's bucket funding, including 'Provider Bucket Amount' (\$81,632.00), 'Total Provider Awarded Amount' (\$78,099.74), and 'Total Left to Award' (\$3,532.26).
- Status:** A section showing the current application status as 'Approved' and options to update the status to 'Withdrawn' or 'Terminated'.

**A participant's application must be Accepted to create an invoice.** Once the application is *Awarded*, the HSD Nominator *Accepts* the application on the participant's behalf. Please confirm that the participant still wants to engage in the program. To accept, open the participant's application. Click the *Status/Flags* tab and click *Accepted*.



# Student Email

For a participant to accept invoices, there must be an email address listed on the Student Tab that the participant can access.

The screenshot shows a web interface with a top navigation bar containing tabs: Student, Application, Past Credits Earned, Credit Recovery Plan, Assessment, Docs, Assurances, Status / Flags, and Comments / History. The 'Student' tab is highlighted with a red circle. Below the navigation bar is a 'Student Information' section with fields for: First Name: Payton, Date of Birth: 06/24/1993, Ethnicity: Black, Non-Hispanic, Birth Place City: Canton, Phone Number: 234-804-9793; Middle Name: Corene, Mother's Maiden Last Name: Frazier, Native Language: English, Birth Place State: Ohio, Phone Number Type: Cell Phone Number; Last Name: Coleman, Suffix: (empty), Gender: Female, Last 4 Digits of SSN#: 2959, and Email: Refresh@Fakemail.com (circled in red). To the right is an 'SSID STATUS' box with 'Current SSID Status: Pending SSID Verification' and 'Update SSID Status To: No Action Available'. Below the student information is an 'Address' section with 'Student Home Physical Address' and 'Student Home Mailing Address' fields.

# Submitting Invoices for Payment

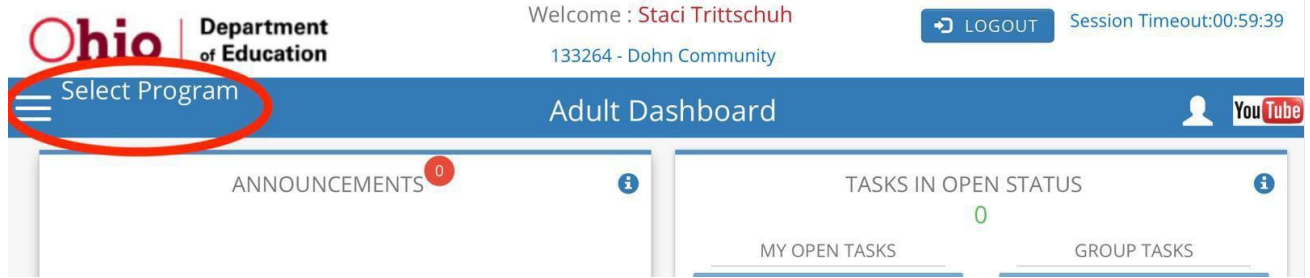
1. Sign in to OH|ID portal. (<https://safe.ode.state.oh.us/portal/>)

The screenshot shows the OH|ID login page. At the top right, it says 'An Official Site of Ohio.gov'. The main content area has the OH|ID logo and the text 'Log in to your OH|ID account to access multiple state applications.' Below this are two input fields: 'User ID' and 'Password'. There are links for 'FORGOT YOUR USER ID?' and 'FORGOT PASSWORD?'. A blue 'Log In' button is at the bottom, with links for 'LOGIN HELP' and 'FIRST TIME USER?' below it. At the very bottom, there is a small disclaimer: 'By logging in to and using this website, I agree to the Terms of Use and Legal Terms and Conditions of this website and to any other terms and conditions that may be set forth on the individual pages of this website. State of Ohio computer systems may be accessed and used only for official state business by authorized personnel.'

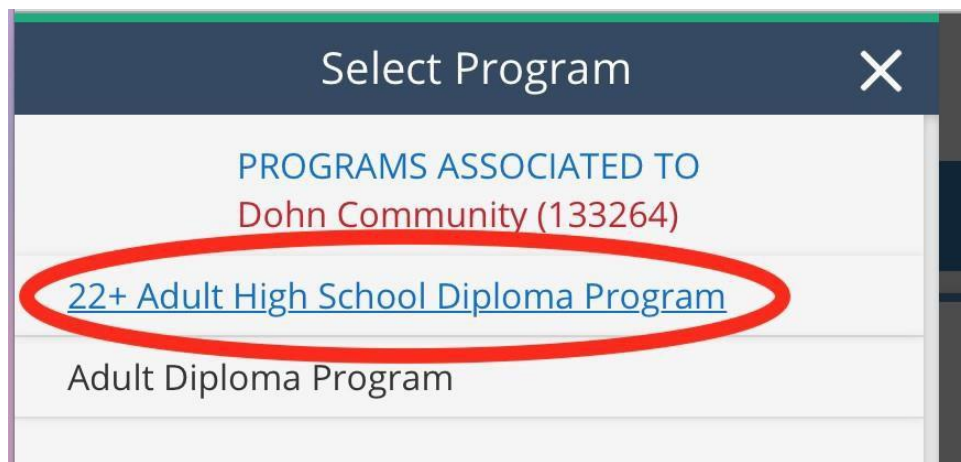
2. Click the Adult Learner Application tile.

The screenshot shows the OH|ID dashboard. At the top, it says 'An Official Site of Ohio.gov'. Below the navigation bar, there are four tiles under the heading 'My Sites & Applications'. The first tile, 'Adult Learner Providers and Students', is highlighted with a red box. It includes the text '23+ High School Diploma and Adult Diploma Programs' and a 'Go To Site' link. The other three tiles are 'Department of Education Application Request', 'Department of Education Profile Setup', and 'Educator Licensure and Records (CORE)'. Below the tiles is a section for 'Other Sites & Applications under OH|ID' with a search bar.

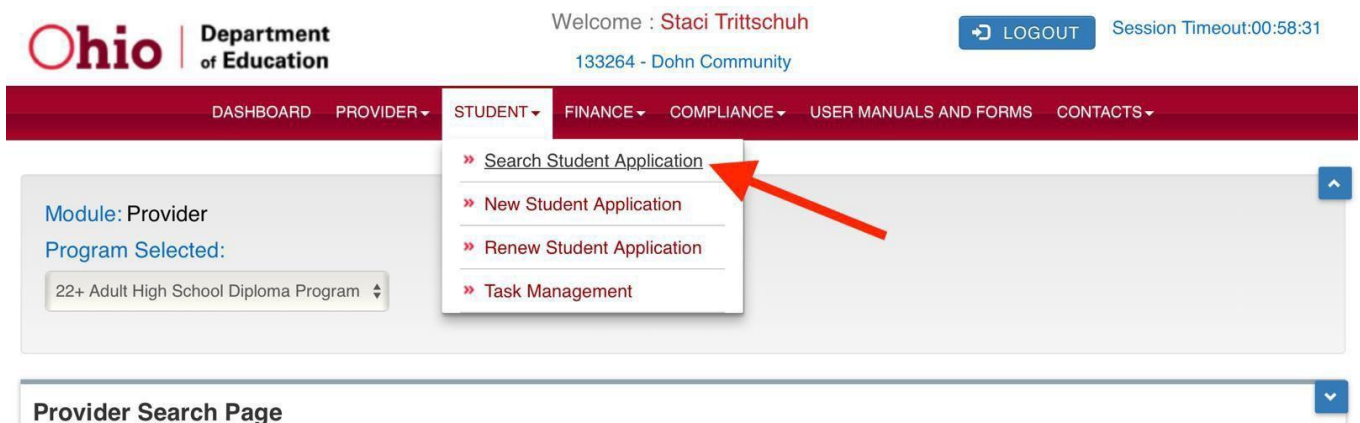
3. The Dashboard will appear. Click *Select Program* in the top left.



4. In the window that appears on the left, click on *22+ High School Diploma Program*.



5. Hover over the Student Tab located in the top left of the page. Select *Search Student Application*.



6. There are multiple ways to locate a participant's application to create an invoice. Make sure Application Period is accurate.

- On the Student Search Page, type the participant's first and last name. Click *Search*.
- On the Student Search Page, enter the *Application ID* or *Student ID*. Click *Search*.
- On the Student Search Page, click *Search* to obtain a complete participant list.

NOTE: The list can be filtered by using the Application Status section located to the right.

**ADVANCED STUDENT SEARCH PAGE**

BASIC SEARCH
SSID SEARCH
ASSESSMENT SEARCH

APPLICATION ID:

STUDENT ID:

SSID:

FIRST NAME:

LAST NAME:

DOB:

DATE SUBMITTED:

HAS FATAL FLAG(S):

APPLICATION PERIOD:

APPLICATION TYPE:

CURRENT GRADE LEVEL:

PROVIDER NAME:

PROVIDER IRN:   SHOW ONLY MY STUDENTS

DISTRICT NAME:

DISTRICT IRN:

SORT ORDER:

**APPLICATION STATUS:**

- Accepted
- Awarded
- Correction Needed
- Declined
- Eligible
- Not Eligible
- Requirements Passed
- Resubmitted
- Review Completed
- Started
- Submitted

7. Open a participant application by clicking the Details button located to the far right.

Basic Search - 1 result(s) returned.

NAME	GRADE	APP ID	PROGRAM PERIOD	STUDENT ID	PRIMARY PROVIDER IRN	PRIMARY PROVIDER	DISTRICT IRN	DISTRICT OF RESIDENCE	APP STATUS	DATE SUBMITTED	APP TYPE	DETAILS
Jones, Anthony Howard	**	393176	Adult Learner FY	213146	133264	Dohn Community	043851	Deer Park Community City	Accepted	2/20/2018	New	<input type="button" value="Details"/>

8. Click on *View Finance Details*.

PREVIOUS
ID: 899894 Name: Lazzio Marie Bauer Period: Adult Learner FY 2022 Type: Renewal Status: Accepted
View Finance Details

Student
Application
Past Credits Earned
Credit Recovery Plan
Assessment
Docs
Assurances
Status / Flags
Comments / History

**Student Information**

First Name: Lazzio	Middle Name: Marie	Last Name: Bauer Suffix:
Date of Birth: 09/29/1995	Mother's Maiden Last Name: Barkhammer	Gender: Female
Ethnicity: White, Non-Hispanic	Native Language: English	Last 4 Digits of SSN#: 3991
Birth Place City: Akron	Birth Place State: Ohio	SSID
Phone Number: 330-785-5643	Phone Number Type: Cell Phone Number	Email: Refresh@fakemail.com

**Address**

<p><b>Student Home Physical Address</b></p> <p>Address Line 1: 340 Edith Ave.</p> <p>Address Line 2:</p> <p>City: Akron</p> <p>State: Ohio</p> <p>Zip: 44312</p>	<p><b>Student Home Mailing Address</b></p> <p>Address Line 1: 340 Edith Ave.</p> <p>Address Line 2:</p> <p>City: Akron</p> <p>State: Ohio</p> <p>Zip: 44312</p>
--	---

**SSID STATUS**

Current SSID Status  
Pending SSID Verification

Update SSID Status To  
No Action Available

9. The system directs you to the Attendance Tab. Enter the participant's attendance hours for each month. Click the Save icon.

To edit hours, click the pencil icon, correct the hours, and click Save.

ID: 393176 Name: Anthony Howard Jones Period: Adult Learner FY  Type: First Year Applications Status: Accepted View Student App

Viewing Student: 1 of 1

**ATTENDANCE** INVOICE ACCOUNT SUMMARY PAYMENT FINANCE DOCS FINANCE COMMENTS

School Name	Provider IRN	Enrollment Start Date	Enrollment End Date	Total Hours	Detail
Dohn Community	133264	02/20/2018	06/30/2018	30	

Month/Year	Hours	Action
July 2017		
Aug 2017		
Sept 2017		
Oct 2017		
Nov 2017		
Dec 2017		
Jan 2018		
Feb 2018	10	
March 2018	10	
April 2018	10	
May 2018	<input type="text"/>	
June 2018	<input type="text"/>	
<b>Total for Year</b>	<b>30</b>	

COMMENTS:

NOTE: If needed, you can add comments by clicking on the *Add Comment* button in the lower right.

10. Click on the *Finance Docs* Tab. Click *Course Transcript* on the far left.

ATTENDANCE INVOICE ACCOUNT SUMMARY PAYMENT **FINANCE DOCS** FINANCE COMMENTS

DOCUMENTS:

Electronically Uploadable Documents

- Course Transcript**

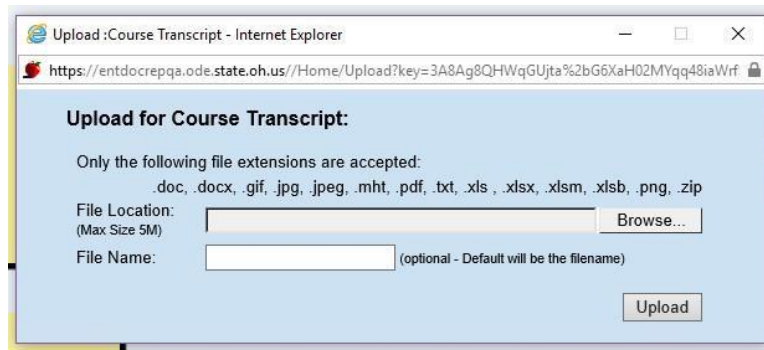
DOCUMENTS ON FILE:

- View Document - Delete Document

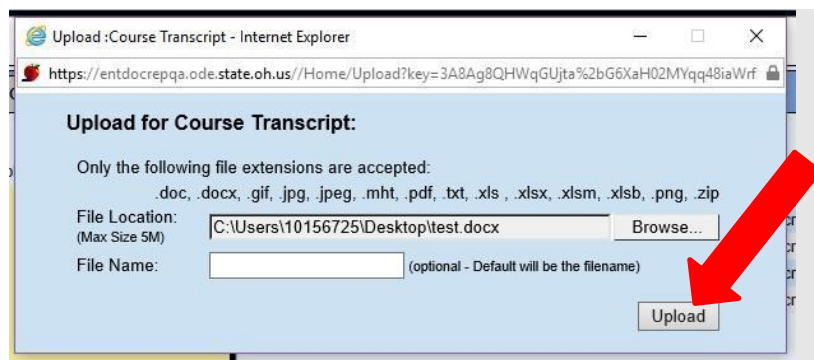
NAME	TYPE	DATE	REQUIRED	REVIEW	V	D
Preyor, Lamar 4-27-18.pdf	Course Transcript	4/27/2018 1:29:43 PM	Y	<input type="checkbox"/>		
Preyor, Lamar 4-16-18.pdf	Course Transcript	4/16/2018 3:06:59 PM	Y	<input type="checkbox"/>		
Preyor, Lamar 4-2-18.pdf	Course Transcript	4/8/2018 11:44:09 AM	Y	<input type="checkbox"/>		
Preyor, Lamar 1-26-18.pdf	Course Transcript	3/7/2018 11:19:30 AM	Y	<input type="checkbox"/>		

(Select Refresh button after uploading to see the new document)

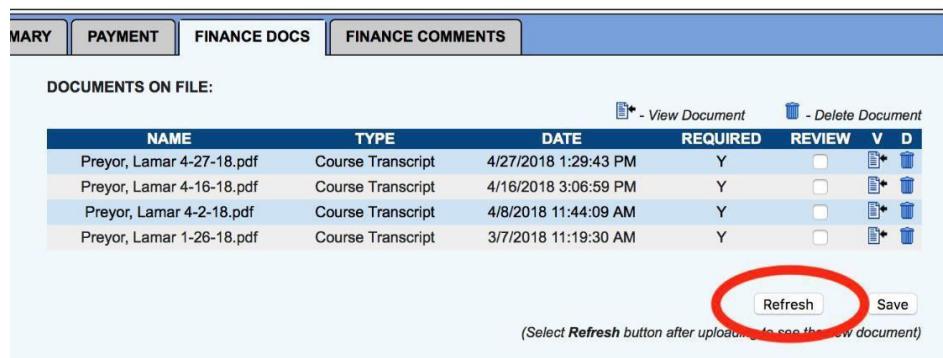
The following window will appear. Click *Browse* to locate your document. Click *Open*. (This may be different depending on the browser you are using.)



Once the file location populates, click *Upload*.



After uploading the document, click *Refresh* in the bottom right.



- Click the *Invoice Tab* to add a new invoice when a participant has passed one or more  
Click *Add New Invoice*.

**ID: 393176 Name: Anthony Howard Jones**    **Period: Adult Learner FY**    **Type: First Year Applications**  
**Status: Accepted**    **View Student App**

Viewing Student: 1 of 1

ATTENDANCE **INVOICE** ACCOUNT SUMMARY PAYMENT FINANCE DOCS FINANCE COMMENTS

Invoice Information ?

Scholarship: 2/20/2018 - 6/30/2018    Total Allocated: \$5,000.00    Total Invoiced: \$3,214.26    Total Paid: (\$3,214.26)    Total Remaining: \$1,785.74

**4 invoice(s) returned. Total Requested: \$3,214.26, Total Approved: \$3,214.26**

\* - indicates Invoice is an Adjustment

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IRN	PROVIDER	STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO PRINT
846164	Jones, Anthony Howard	393176	Adult Learner FY 2018	133264	Dohn Community	Invoice Accepted	FY 2018	3/7/2018	\$1,428.56	\$1,428.56	\$1,428.56	
856884	Jones, Anthony Howard	393176	Adult Learner FY 2018	133264	Dohn Community	Invoice Accepted	FY 2018	4/8/2018	\$357.14	\$357.14	\$357.14	
861213	Jones, Anthony Howard	393176	Adult Learner FY 2018	133264	Dohn Community	Invoice Accepted	FY 2018	4/16/2018	\$714.28	\$714.28	\$714.28	
862354	Jones, Anthony Howard	393176	Adult Learner FY 2018	133264	Dohn Community	Invoice Accepted	FY 2018	4/27/2018	\$714.28	\$714.28	\$714.28	

**Add New Invoice**    Print Invoice Summary    Previous    **Page 1 of 1**    Next

- The Invoice Window will open. Click *Add Course*.

Invoice

Invoice Number: 0    Provider: Dohn Community  
 Enrollment: 2/20/2018 - 6/30/2018    Student Name: Jones, Anthony Howard

Invoice ?

Course Type	Course Name	Start Date	End Date	Credits	Amount	Equipment
<b>Add Course</b>						

[CLICK HERE TO VIEW DETAILS](#)

Amount to be paid by ODE for this Invoice    **\$0.00**

**NOTE: \*\* Total amount requested this Invoice is less than the total available amount**

Comments ?

Add Comment

13. Another window will open. Enter the information for the following items: Course type, Course Name, Start Date, End Date, and Credits.

The 'Save Course' dialog box contains the following fields:

- Course Type: -Select-
- Course Name: -Select-
- Start Date: [Empty]
- End Date: [Empty]
- Credits: 0
- Amount: 0

Buttons: Save Course, Cancel

14. Once these items are completed, click *Save Course*.  
NOTE: the system automatically fills in the Amount.

The 'Save Course' dialog box is now populated with the following data:

- Course Type: Elective Requirements
- Course Name: English Language Arts
- Start Date: 02/23/2018
- End Date: 04/20/2018
- Credits: 1.0
- Amount: 714.28

Buttons: Save Course, Cancel

15. Continue Adding courses (steps 11-14) until all completed courses/assessments, which have not been invoiced for, are included. In this example, the invoice includes 1.5 content and 2.0 elective credits for a total of \$1,785.74.

NOTE: The Other Social Studies is only for \$0.04 because this invoice combined with previous invoices has maxed the participant's eligibility for the year. (Max per year is \$5,000).

Invoice Details:

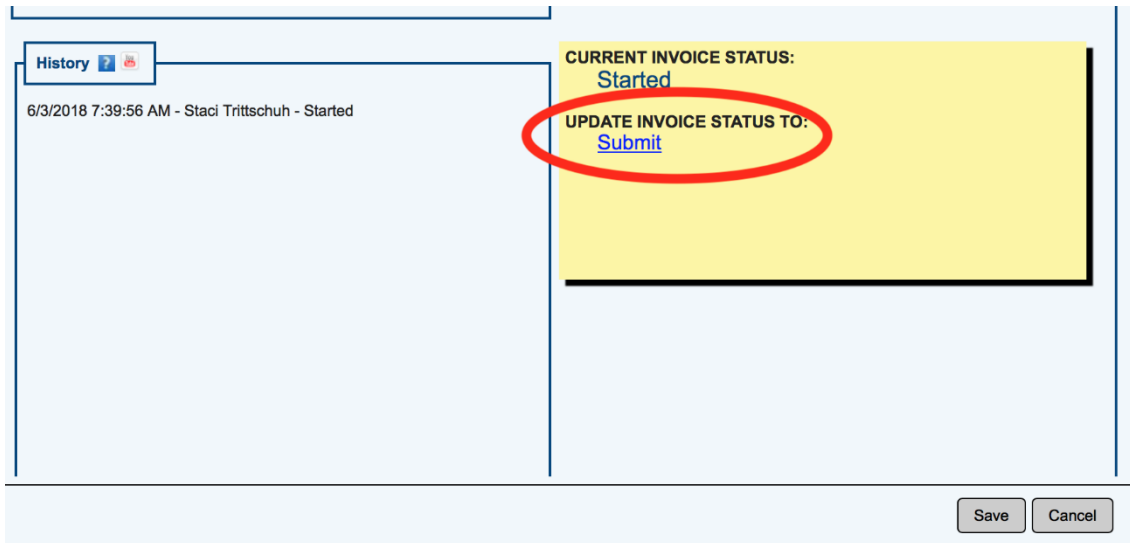
- Invoice Number: 0
- Enrollment: 2/20/2018 - 6/30/2018
- Provider: Dohn Community
- Student Name: Jones, Anthony Howard

Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Elective Requirements	English Language Arts	2/23/2018	4/20/2018	1.0	714.28	[Edit]	[Delete]
Elective Requirements	Mathematics	3/5/2018	5/29/2018	1.0	714.28	[Edit]	[Delete]
Content Requirements	American Government	3/12/2018	5/2/2018	0.5	357.14	[Edit]	[Delete]
Content Requirements	Other Social Studies	3/12/2018	5/2/2018	1.0	0.04	[Edit]	[Delete]
Total amount requested in this Invoice:					\$1,785.74		

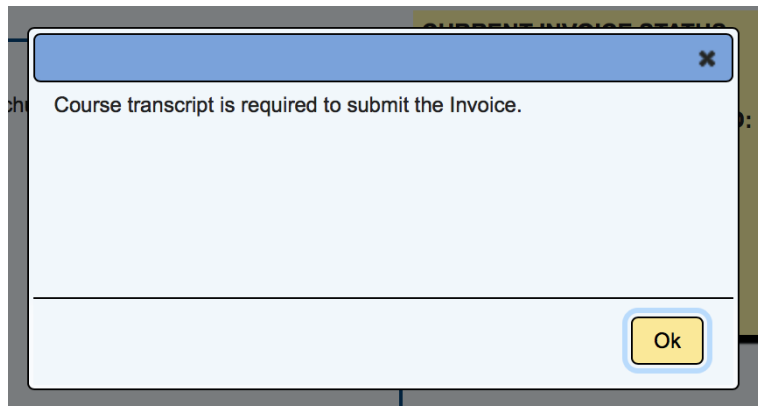
Amount to be paid by ODE for this Invoice: \$1,785.74

NOTE: \*\* Total amount requested this Invoice is less than the total available amount

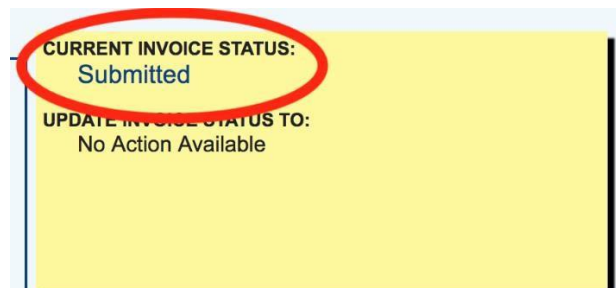
16. To Submit the invoice, you may need to scroll to the bottom of the invoice window.



NOTE: A course transcript is required to submit an invoice. Each invoice requires a transcript. If a transcript has not been already uploaded, you will receive the error message shown below. Click *OK*. Make sure to save the invoice before closing it to upload the transcript.



17. Clicking *Submit* changes the Invoice Status to Submitted.



18. Participants receive an email informing them that an invoice was submitted for their approval. Please explain to participants that they are NOT receiving a bill; the action of accepting the invoice allows the Department of Education to pay for the coursework the participant completed.

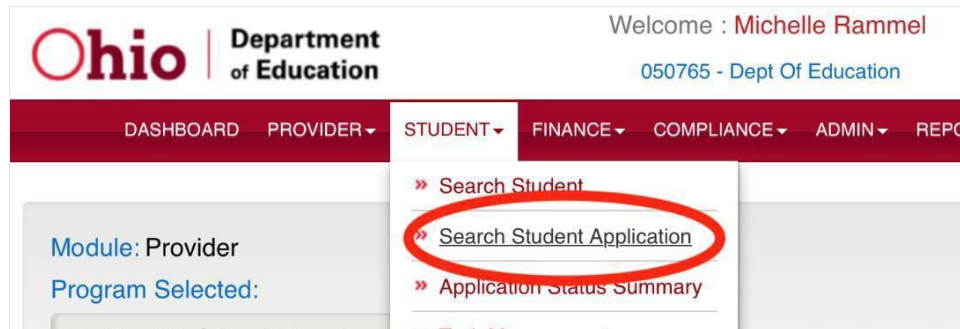


# Reviewing Existing Invoices

There are three ways to access an existing invoice:

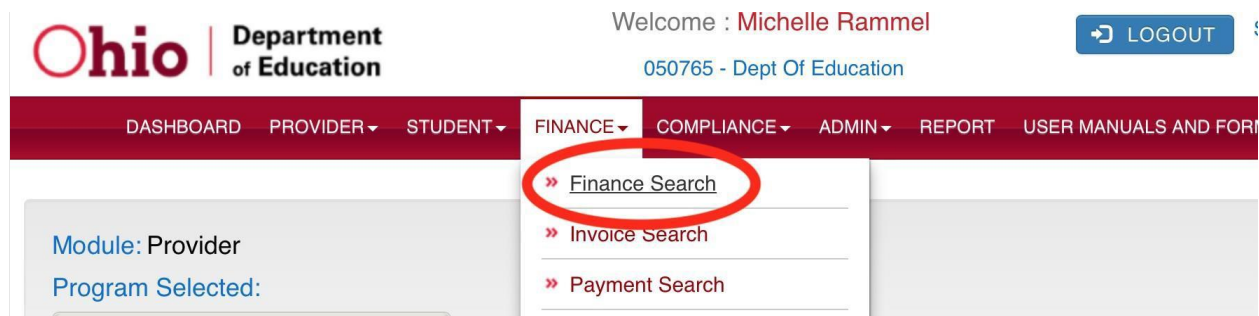
## 1. Search Student Application

Hover over Student Menu at the top. Select *Search Student Application*.



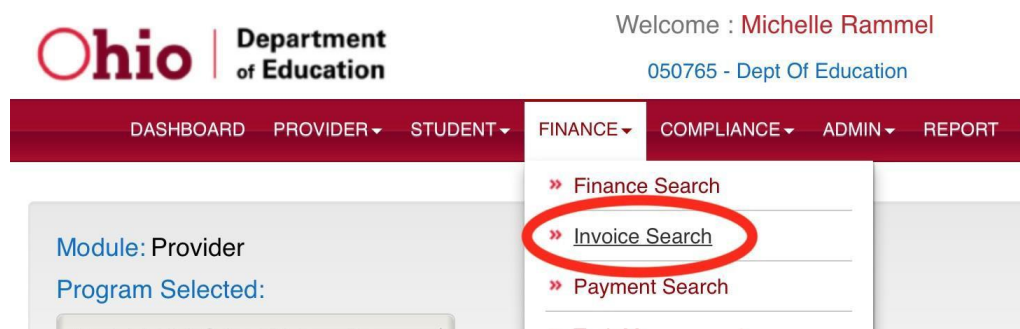
## 2. Finance Search

Hover over the Finance Menu at the top. Select *Finance Search*.



## 3. Invoice Search


Hover over the Finance Menu at the top. Select *Invoice Search*.



After selecting one of the three methods listed above, enter the participant's APP ID or first and last name. Be sure the correct Application Period is selected in the dropdown box.

Select the participant by clicking on the Details icon on the far right.

Basic Search - 1 result(s) returned.

NAME	GRADE	APP ID	PROGRAM PERIOD	STUDENT ID	PRIMARY PROVIDER IRN	PRIMARY PROVIDER	DISTRICT IRN	DISTRICT OF RESIDENCE	APP STATUS	DATE SUBMITTED	APP TYPE	DETAILS
Chen, Benjamin Marie	**	480738	Adult Learner FY [redacted]	169985	063297	Lorain Co Community College	043943	Elyria City Schools	Accepted	6/1/2018	Renewal	

Click on *View Finance Details*.

**ID: 480738 Name: Benjamin Marie Chen**      Period: Adult Learner FY [redacted]      Type: Renewal Status: Accepted      **View Finance Details**

Viewing 2 of 7      Task: Accept /Reject invoice - Application ID: 480738, Invoice Number: 871106, Student Name: Benjamin Marie Chen

STUDENT	APPLICATION	PAST CREDITS EARNED	CREDIT RECOVERY PLAN	ASSESSMENT	DOCS	STATUS / FLAGS	COMMENTS / HISTORY
---------	-------------	---------------------	----------------------	------------	------	----------------	--------------------



Student Information      CURRENT SSID STATUS: [redacted]

Under the Invoice Tab, any invoice that has been processed for the participant can be viewed.

**ID: 480738 Name: Benjamin Marie Chen**      Period: Adult Learner FY [redacted]      Type: Renewal Application Status: Accepted

Viewing Student: 1 of 1


ATTENDANCE	<b>INVOICE</b>	ACCOUNT SUMMARY	PAYMENT	FINANCE DOCS	FINANCE COMMENTS
------------	----------------	-----------------	---------	--------------	------------------

Invoice Information  

# Student Accept an Invoice

1. Access the OH|ID account <https://safe.ode.state.oh.us/portal>

An Official Site of [Ohio.gov](https://ohio.gov)



Log in to your OH|ID account to access multiple state applications.

User ID

[FORGOT YOUR USER ID?](#)

Password

[FORGOT PASSWORD?](#)


[Log In](#)

[LOGIN HELP](#) | [FIRST TIME USER?](#)

By logging in to and using this website, I agree to the Terms of Use and Legal Terms and Conditions of this website and to any other terms and conditions that may be set forth on the individual pages of this website. State of Ohio computer systems may be accessed and used only for official state business by authorized personnel.

2. Select Adult Learner Application tile.

An Official Site of [Ohio.gov](https://ohio.gov)







SECURITY DEVELOPERS HELP [MANAGE OH|ID ACCOUNT](#)

DASHBOARD **SITES & APPLICATIONS** SECURITY LEVEL RECENT ACTIVITY DEVICES

### My Sites & Applications

A collection of all the sites and applications you have accessed, using your OH|ID account.

 <p><b>Adult Learner Providers and Students</b> 22+ High School Diploma and Adult Diploma Programs <a href="#">Go To Site</a></p>	 <p><b>Department of Education Application Request</b> Request access to Education applications <a href="#">Go To Site</a></p>	 <p><b>Department of Education Profile Setup</b> Create a profile with The Department <a href="#">Go To Site</a></p>	 <p><b>Educator Licensure and Records (CORE)</b> Apply, renew, and maintain licenses <a href="#">Go To Site</a></p>
--	---	--	--

### Other Sites & Applications under OH|ID

A list of all the other sites and applications available that require an OH|ID account to sign in

3. The Adult Student Dashboard appears.

The screenshot shows the 'Adult Student Dashboard' with a blue header. Below the header is a 'Student Details' section. The main area is titled 'Task List' and includes a 'SHOW 5 ENTRIES' dropdown, a search bar, and a table of tasks. The first task is 'Accept /Reject invoice - Application ID: 480738, Invoice Number: 871107, Student Name: Benjamin Marie Chen' with a start date of '06/01/2018' and a status of 'Open'. A blue 'PROCEED' button is visible next to this task.

4. Locate the Task List. There will be one or more invoices waiting for your (the adult participant) approval. Click *Proceed*.

This screenshot is similar to the previous one, but the 'Task List' section title is circled in red. Additionally, the 'PROCEED' button for the first task is also circled in red.

5. A window will open.

The screenshot shows an 'Invoice' window with the following details:

- Invoice Number: 871106
- Enrollment: 7/1/2018 - 6/30/2019
- Provider: Lorain Co Community College
- Student Name: Chen, Benjamin Marie

Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Content Requirements	Other Social Studies	7/1/2018	7/12/2018	0.5	357.14		
Total amount requested in this Invoice:					\$357.14		

Amount to be paid by ODE for this Invoice: **\$357.14**

NOTE: \*\* Total amount requested this Invoice is less than the total available

6.

**NOTE: If you Reject the invoice, the provider is not paid for your completed work and you will not receive your High School Diploma.**



7. The Current Invoice Status changes to *Invoice Accepted*.



8. Click Close at the bottom. (You may have to scroll down further.)



9. Lastly, sign out of your OH|ID account. This is located at the top right of the screen.





## Contact Information

For questions regarding the Competency-Based Diploma Pilot Program, please contact:

**Ashley Kerr**

*Education Program Specialist*

*Office of Career-Technical Education*

614-387-2199

[ashley.kerr@education.ohio.gov](mailto:ashley.kerr@education.ohio.gov)

# Application Template

Competency-Based Diploma Pilot <b>APPLICANT INFORMATION</b> - To be Completed by Applicant		
First Name:	Middle:	Last:
Date of Birth:	Phone:	Phone Type:
Physical Street Address:		
City:	State:	ZIP Code:
Mailing Address (if different than above):		
City:	State:	ZIP Code:
School District of Residence:	County:	Date Residency Began:
Birth Place City:	Birth Place State:	Mother's Maiden Last Name:
Email:	Gender:	SSID:
Native Language:	Ethnicity:	Last 4 Digits of SSN#:
U.S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>	U. S. Veteran: Yes <input type="checkbox"/> No <input type="checkbox"/>	Last Name on Birth Certificate:
Applicant Educational Background - To be Completed by Applicant		
Year Student Entered 9th Grade:	Highest Grade Completed:	
Last Academic Year Completed:	Name of Last School Attended:	
STUDENT SUCCESS PLAN - To be completed by Provider		
Secondary Provider Name:		
Secondary Provider IRN:	Initial Counseling/Associated Services Completed (check all that apply):	
Pre-Assessment Name:	<input type="checkbox"/> OhioMeansJobs Registration	<input type="checkbox"/> Digital Literacy Training
Check one:	<input type="checkbox"/> Career Inventory	<input type="checkbox"/> Create Resume
≥ 9th Grade <input type="checkbox"/>	<input type="checkbox"/> Job Outlook Data/In-Demand Jobs	<input type="checkbox"/> Benefits Access
≤ 9th Grade <input type="checkbox"/>	<input type="checkbox"/> Postsecondary Opportunities	<input type="checkbox"/> Other Support Services
Credential/Certificate Program Name:	<input type="checkbox"/> Identify Disability (If applicable)	<input type="checkbox"/> Other

# Work Credit Form



**Department of  
Education &  
Workforce**

[Education.Ohio.gov](http://Education.Ohio.gov)

Mike DeWine, Governor   Jon Husted, Lt. Governor   Stephen D. Dackin, Director

Provider name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

**Work/Life Experience Credit:** Per rule 3301-45-07 Competency-based instructional programs and credit for prior learning, section C:

(C) Providers must consider prior learning experiences of the adult learner and award appropriate credit using educational options prior to enrolling the student in the program.

**Hours Worked – Credits Granted:**

120 contact hours = 1 Career Technical Education (CTE) Credit

Maximum of number of credits can be earned:

(credits are based on Graduation Requirements when the applicant entered the 9<sup>th</sup> Grade)

Please detail educational options related to CTE:

i.e.: Educational options can include the following:

- Work Experience and/or
- Life Experience

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
HSD Provider Signature              Date

25 South Front Street  
Columbus, Ohio 43215 U.S.A.  
[education.ohio.gov](http://education.ohio.gov)

877 | 644 6338  
For people who are deaf or hard of  
hearing, please call Relay Ohio first at 711.

The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services





## Credit Review Form 1963 - 1989

Name		App ID	Provider	Year Enter 9 <sup>th</sup> grade	Credits Required (18)	Credits Earned	Credits Needed	
Proof Address _____	ID _____	Transcript _____	IEP _____	Proof CTE credit				
<b>ENGLISH</b>					<b>3</b>			
<b>MATH</b>					<b>2</b>			
<b>SOCIAL STUDIES</b>		Am History (1)	Am Govt (1)		<b>2</b>			
<b>SCIENCE</b>					<b>1</b>			
<b>PE/HEALTH</b>		PE (1/2)	Health (1/2)		<b>1</b>			
<b>ELECTIVES</b> (Must complete 3 units in another subject besides ELA)		ELA	Math	SS	<b>9</b>			
		Foreign Lang	Visual/Performing Arts	Business				Technology
		Career Tech	Industrial Arts					

## Credit Review Form 1990 – 2001

Name _____		App ID	Provider	Year Enter 9 <sup>th</sup> grade	Credits Required (18)	Credits Earned	Credits Needed
Proof Address _____	ID _____	Transcript _____	IEP _____	Proof CTE credit _____			
ENGLISH					<b>3</b>		
MATH					<b>2</b>		
SOCIAL STUDIES	Am History (1)	Am Govt (1)			<b>2</b>		
SCIENCE					<b>1</b>		
PE/HEALTH	PE (1/2)	Health (1/2)			<b>1</b>		
ELECTIVES (Must complete 3 units in another subject besides ELA)	ELA	Math	SS	S	<b>9</b>		
	Foreign Lang	Visual/Performing Arts	Business	Technology			
	Career Tech	Industrial Arts					
ASSESSMENTS	Reading	Math	Writing	Science *	Social Studies		

\*NOTE: Science required for those who entered 9<sup>th</sup> grade for first time in 1997 and beyond

## Credit Review Form 2002 – 2003

Name		App ID	Provider	Year Enter 9 <sup>th</sup> grade	Credits Required (20)	Credits Earned	Credits Needed
Proof Address_____	ID_____	Transcript	IEP _____	Proof CTE credit			
<b>ENGLISH</b>					<b>4</b>		
<b>MATH</b>					<b>3</b>		
<b>SOCIAL STUDIES</b>	Am History (1/2)	Am Govt (1/2)			<b>3</b>		
<b>SCIENCE</b>	Biology	Physical Science *			<b>2</b>		
<b>PE/HEALTH</b>	PE (1/2)	Health (1/2)			<b>1</b>		
<b>ELECTIVES</b> (Must include 1 credit of business/tech, fine arts and/or foreign language)	Bus/Tech	Fine Arts	Foreign Lang	<b>7</b>			
	ELA	Math	SS				
	Science	Career Tech	Industrial Arts				
<b>ASSESSMENTS</b>	Reading	Math	Writing	Science **	Social Studies		

\*NOTE: Physical Science includes: Physical Science, Chemistry, Physics, Earth Space Science, Geology \*\*NOTE: Science required for those who entered 9<sup>th</sup> grade for first time in 1997 and beyond

## Credit Review Form 2004 – 2009

Name		App ID	Provider	Year Enter 9 <sup>th</sup> grade	Credits Required (20)	Credits Earned	Credits Needed
Proof Address_____	ID_____	Transcript	IEP _____	Proof CTE credit			
<b>ENGLISH</b>					<b>4</b>		
<b>MATH</b>					<b>3</b>		
<b>SOCIAL STUDIES</b>	Am History (1/2)	Am Govt (1/2)			<b>3</b>		
<b>SCIENCE</b>	Biology	Physical Science *			<b>3</b>		
<b>PE/HEALTH</b>	PE (1/2)	Health (1/2)			<b>1</b>		
<b>ELECTIVES</b> (Must include 1 credit of business/tech, fine arts and/or foreign language)	Bus/Tech	Fine Arts	Foreign Lang	<b>6</b>			
	ELA	Math	SS				
	Science	Career Tech	Industrial Arts				
<b>ASSESSMENTS</b>	Reading	Math	Writing	Science **	Social Studies		

\*NOTE: Physical Science includes: Physical Science, Chemistry, Physics, Earth Space Science, Geology \*\*NOTE: Science required for those who entered 9<sup>th</sup> grade for first time in 1997 and beyond)

## Credit Review Form 2010 – 2013

Name		App ID	Provider	Year Enter 9 <sup>th</sup> grade	Credits Required (20)	Credits Earned	Credits Needed
Proof Address _____	ID _____	Transcript	IEP _____	Proof CTE credit			
<b>ENGLISH</b>					<b>4</b>		
<b>MATH</b> (incl. Alg 2 or equiv.)					<b>4</b>		
<b>SOCIAL STUDIES</b>	Am History (1/2)	Am Govt (1/2)			<b>3</b>		
<b>SCIENCE</b>	Physical Science *	Life Science **	Adv Study		<b>3</b>		
<b>PE/HEALTH</b>	PE (1/2)	Health (1/2)			<b>1</b>		
<b>CHECK OFF ONLY:</b>	Fine Arts (2 semesters) _____ (grades 7-12)		Economics and Financial Literacy				
<b>ELECTIVES</b> (Must include 1 credit of business/tech, fine arts and/or foreign language)	Foreign Lang	Fine Arts	Business	Career tech	<b>5</b>		
	FCS	Technology	Ag Ed	JROTC			
<b>ASSESSMENTS</b>	Reading	Math	Writing	Science ***	Social Studies		

\*NOTE: Physical Science includes: Physical Science, Chemistry, Physics, Earth Space Science, Geology \*\*NOTE: Life Science includes: Biology, Anatomy & Physiology

\*\*\*NOTE: Science required for those who entered 9<sup>th</sup> grade for first time in 1997 and beyond

## Credit Review Form 2014 – Present

Name _____		App ID _____	Provider _____	Year Enter 9 <sup>th</sup> grade _____	Credits Required (20)	Credits Earned	Credits Needed
Proof Address _____	ID _____	Transcript _____	IEP _____	Proof CTE credit _____			
<b>ENGLISH</b>					4		
<b>MATH</b> (incl. Alg 2 or equiv.)					4		
<b>SOCIAL STUDIES</b>	Am History (1/2)	Am Govt (1/2)			3		
<b>SCIENCE</b>	Physical Science *	Life Science **	Adv Study		3		
<b>PE/HEALTH</b>	PE (1/2)	Health (1/2)			1		
<b>ELECTIVES</b> (Must include 1 credit of business/tech, fine arts and/or foreign language)	Foreign Lang	Fine Arts	Business	Career tech	5		
	FCS	Technology	Ag Ed	JROTC			
<b>CHECK OFF ONLY:</b>	Fine Arts (2 semesters) (grades 7-12) _____			Economics and Financial Literacy _____			
<b>End of Course Exams</b>	ELA (4pts between ELA 1 and ELA 2) _____ ELA 1 _____ ELA 2 _____	Math (4pts between Alg I and Geom): _____ Alg I _____ Geom _____	Science and Social Studies (6pts total between Am Govt, Am Hist, and Bio): Govt _____ Hist _____ Bio _____	Earned at least 18 of 32 possible points on the 7 end of course exams _____ _____ of 32			
<b>ACT/SAT</b>	ACT: English (18 or above) _____ Math (22 or above) _____ Reading (22 or above) _____		SAT (prior to March 2016): Writing (430 or above) _____ Reading (450 or above) _____ Math (520 or above) _____		SAT (March 2016 and later): EBRW (450 or above) _____ Math (530 or above) _____		

\*NOTE: Physical Science includes: Physical Science, Chemistry, Physics, Earth Space Science, Geology

\*\*NOTE: Life Science includes: Biology, Anatomy & Physiology