

Adult Diploma Program Frequently Asked Questions

GETTING STARTED

WHAT IS ORIENTATION?

NEXT STEPS AFTER ORIENTATION

NEXT STEPS AFTER EARNING ACT WORKKEYS

ADP Open Enrollment has ended for FY18 Orientations will begin again in August

What is the Adult Diploma Program (ADP)?

ADP is an innovative new pathway for adults age 22 and over living in Ohio the opportunity to earn an industry recognized credential and high school diploma.

Who can enroll in ADP?

Any adult age 22 or older living in Ohio that does not have a GED or high school diploma.

How do I enroll in ADP?

You must attend an orientation session to enroll in ADP. Orientation sessions are held on Monday and Wednesday at 2pm, Thursday at 10 am and every other Tuesday at 6 pm ([click here to see Tuesday dates](#)). Please be on time and prepared to stay for the entire orientation. Please no young children.

Where are orientations held?

Orientations are held at the ADP Office located at the Tri-C Metro Campus in the Recreation Center (MRC), room 026.

The MRC building is on the corner of E 30th and Community College Ave, if you are Google Mapping the address is 1063 E 30th Street.

Do I need to bring anything with me to orientation?

No.

How long does it take to complete the program?

The length of the program differs for each student. It will depend on where your math, reading, and graphic literacy skills are at the time of enrollment and which career training program you select.

What are ADP graduation requirements?

All ADP students must earn a combined score of 13 on the ACT WorkKeys assessment, complete a career training program, **and pass a third party certification exam**. Students will not be awarded a high school diploma until they meet all 3 of the above requirements.

Do all career training programs have a third party certification exam?

Yes. All students must become industry certified in their selected trade.

Is the program free?

There is no cost to the student, tuition is paid by an Ohio Department of Education (ODE) Scholarship.

How long do I have to complete the program?

Before a student can be enrolled in a career training program they must be entered into the ODE SAFE system, students who have not passed all of their requirements by June 30th are terminated and must be reentered into the system. Students may only be entered into the SAFE system twice.

WHAT IS ORIENTATION

What is orientation?

All potential ADP students must attend an orientation. During orientation you will learn about the program, graduation requirements and expectations. You will be pre-assessed on your math and reading skills; based on the results of your assessments an individualized learning plan will be developed to support your successful completion of ADP.

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Are all students who complete orientation accepted into the program?

Students that assess at a 5th grade reading level or below will be referred to the Aspire program to improve their reading skills. Once a student achieves a 6th grade reading level they can re-assess for enrollment in ADP.

How long is orientation?

Orientation lasts between two and three hours depending on the length of time it takes students to complete their pre-assessment.

Can I bring my child to orientation?

Please do not bring children to orientation.

NEXT STEPS AFTER ORIENTATION**What is my next step if I pre-assess below a 5th grade level?**

Students who pre-assess at a placement score at or below a 5th grade reading level will be referred to Aspire for assistance in reading improvement

What is my next step if I pre-assess above a 5th grade level but below the required 13?

Students who pre-assess above a 5th grade level but below the required 13 will be required to complete [Core Skills Mastery](#), an on-line competency based program that will help bring their reading, math and graphic literacy skills up to a level that will support passing the ACT WorkKeys assessment.

What is my next step if I pre-assess at a 13 or above?

Students who pre-assess at a 13 or above will be required to complete the 20 practice levels in CareerReady101 prior to scheduling and taking the actual ACT WorkKeys assessment.

What is the ACT WorkKeys assessment?

The ACT WorkKeys assessment measures foundational skills required for success in the workplace. Achievement on the ACT WorkKeys assessment is documented by a National Career Readiness Certificate.

What will be on the ACT WorkKeys assessment?

Students are required to take 3 assessments – Applied Math, Workplace Documents, and Graphic Literacy. You must have a combined score of 13 to enroll in a career training program.

How long is each ACT WorkKeys assessment?

Students will have one (1) hour to complete each assessment.

How do I schedule my ACT WorkKeys assessment?

Students must contact the ADP Office to schedule WorkKeys Assessments. Assessments are taken at the Metro Campus Testing Center located on Woodland in the MTC building. Once students are registered they can call the Testing Center to schedule their assessments.

How do I verify my ACT WorkKeys scores?

Please be sure to have the test administrator print your ACT WorkKeys scores, be sure that the full examinee ID is on the printout. Please write down your ACT WorkKeys login and password, you will need these during your Career Exploration Meeting

NEXT STEPS AFTER EARNING ACT WORKKEYS NATIONAL CAREER READINESS CERTIFICATE

Once you have successfully earned a combined score of 13 on the ACT Workkeys assessment, contact the ADP office to schedule your Career Exploration Meeting.

- Please be on time to your meeting
- Please bring your ACT WorkKeys print out with you to the meeting
- If you need to cancel or reschedule your meeting contact the ADP office BEFORE your meeting to reschedule

ADP Contact Information

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