



Adult Diploma Program Admissions Process (2019-2020)

The Adult Diploma Program (ADP) offered by the Medina County Career Center's Adult Education Department is a new opportunity for any resident of Ohio who is 22 years old or older and does not already have a High School Diploma or GED credential. The learning is student-centered, hands-on and begins with a Career Pathway in mind. From student orientation, career counseling, assessment and enrichment classes, to technical training that leads to an industry-approved credential, this program is designed to provide support and promote success during training and after graduation. Adult Diploma participants will receive their Ohio High School Diploma, upon successful completion of the credential program, and acquiring the designated industry credential for their assigned program along with attaining the required Work Keys score. The High School Diploma is issued by the Ohio Department of Education.

While the program is offered at **no cost** to students, there are required commitments the student must fulfill to participate and continue enrollment in the program.

1. Potential Adult Diploma students will receive an introduction to the program and Medina County Career Center's Adult Education Center. They will be assessed using the TABE test (Test of Adult Basic Education) to determine placement in the program, open OMJ and Ohio SAFE Accounts, complete enrollment paperwork and individually conference with an Adult Education staff member in regards to testing results, goal setting and career planning.
2. Prior to admission into one of the approved Medina County Career Center Adult Diploma Courses, a student must pass each section of the Work Keys testing (Applied Mathematics, Graphic Literacy and Workplace Documents). Each program offered has its own Work Keys minimum score for enrollment.

The Medina County Career Center has identified the following programs as eligible Adult Diploma Courses:

Program:	Total Clock Hours
Phlebotomy Technician (new 18-19)	88
State Tested Nursing Assistant (STNA)	88
Certified Production Technician (CPT) (new 18-19)	160
Emergency Medical Technician (EMT)	204
Heating, Ventilation and Air Conditioning (HVAC)	600
Medical Office Administrative Assistant (MOAA)	600

*Course availability is subject to change.

*Some Adult Diploma Program eligible programs are NOT eligible for Federal Student Aid.

*Work Keys cut scores are available and discussed during counseling at orientation.

3. Tutoring support is available from the following:

- ✓ ASPIRE Contact 440-891-7647 for additional information
- ✓ Project Learn Contact 330-723-1314 for additional information

4. Students enrolled in the Adult Diploma Program are required to adhere to **all** enrollment and program-specific policies as stated in the MCCC Student Handbook and/or Program Handbook.

5. Part-time students will take the Work Keys assessment prior to enrollment; proof of tutoring, if recommended, is required prior to scheduling the test.

6. An applicant who does not meet or exceed the required Work Keys scores for their recommended program may request a retest of the section(s) in which the applicant did not obtain a passing score. Retesting can occur up to three (3) times before additional remediation would be required for advancement through the Adult Diploma Programming.

*Special testing services may be provided for individuals with special needs, with acceptable documentation.

7. Once the student has enrolled in one of the ADP approved courses, they must complete the required clock hours as well as complete the required credential exam for the course, in order to be eligible for their High School Diploma. The program provides a one-time credential test fee. If a student fails the credential exam, they may test again per the program guidelines, at the student's cost.

8. If a student drops-out of their chosen ADP credential program, or does not maintain proper attendance per program guidelines, there is a six-month waiting period for re-entry into the program.

*Students may appeal to the Director of Adult Education in cases of extenuating circumstances.

9. Upon meeting all the above requirements, including proper completion of the program approved course and passing the credential exam, the student will then be eligible to receive their High School Diploma issued by the State Department of Education.

For important information about the educational debt, earnings and completion rates of students who attended these programs, please visit our website: https://mcjvs.edu/ge_programs/hvac.html and https://mcjvs.edu/ge_programs/medicaladmin.html