

Adult Diploma Program

Earn a high school diploma **AND** get career training for **FREE!**

Current training programs:

- State Tested Nurse Aid (STNA): 80 hours
- Microsoft Office Specialist (MOS): 352 hours

Upcoming programs:

- Certified Phlebotomy Technician: 148 hours
- Certified Logistics Associate (CLA): 80 hours
- HVAC: 304 hours
- Customer Service: 192 hours
- Pre-Apprenticeship: 160 hours

**All training programs must meet minimum enrollment levels.*

For enrollment in current programs or to be placed on a Waitlist for upcoming programs, please contact:

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380-997-7615

Adult & Community Education, Columbus City Schools

2323 Lexington Ave. Columbus, OH 43211

General Conditions:

- Must be age 22 or older
- Does not have a diploma or GED
- No minimum HS credits are required
- Does not have to take OGT/Proficiency test
- Must have 9th grade reading comprehension level, and 6th grade Math level

Program has 2 phases:

Phase 1:

10 week WorkKeys Preparation Class

Student must attain a combined score of 14 on the three parts of the WorkKeys tests.

Phase 2:

Select and begin training program. Upon completion of state certification tests, student will be awarded a high school diploma issued by the Ohio Department of Education.