



**COLUMBUS
CITY SCHOOLS**

Adult Diploma Program

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

Current training programs:

- State Tested Nurse Aide (STNA): 80 hours
- Certified Phlebotomy Technician: 100 hours

Upcoming programs:

- Microsoft Office Specialist (MOS): 352 hours
- Customer Service: 192 hours
- Pre-Apprenticeship: 160 hours

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

Matthew Kramer
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380-997-7615

Columbus City Schools Adult & Community Education

2323 Lexington Avenue
Columbus, OH 43211

General Conditions:

- Must be age 20 or older
- Does not have a high school diploma or GED
- No minimum HS credits are required
- Must have 9th grade reading comprehension level and 6th grade math level

The Adult Diploma Program operates in 2 phases:

Phase 1: WorkKeys Test Preparation

WorkKeys Preparation Class Dates:

- 08/09/22 to 10/14/22
- 11/29/22 to 02/10/23
- 04/18/23 to 6/23/23

*Student must attain a combined score of 14 on the three parts of the WorkKeys tests: **Workplace Documents, Graphic Literacy, and Applied Math.***

Phase 2: Certificated Training

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.