



Adult Diploma Program

Earn a high school diploma and get free career training!

Credentials offered include:

- **Nurse Aide**
96 course hours
- **Certified Phlebotomy Technician**
100 course hours
- **HVACR**
616 course hours
- **Microsoft Office Specialist**
310 course hours
- **Customer Service and Sales & Business of Retail**
136 course hours

Enrollment conditions:

- Must be 18 years of age or older
- Does not have a high school diploma or a GED
- No minimum high school credits required
- OGT/Proficiency test results not required
- Must have 9th grade reading comprehension level and a math level of at least 6th grade

Two step program:

Step 1: In-person WorkKeys Test Preparation

WorkKeys Test Preparation Class dates:

- 08/08/23 to 10/20/23
- 01/09/24 to 03/22/24
- 04/09/24 to 06/21/24
- At the end of the test preparation class, the student takes the three WorkKeys tests: Workplace Documents, Applied Math, and Graphic Literacy and must earn a combined score of 14 to advance.

Step 2: Certificated Training & Certification testing

- Student selects and completes preferred available training option
- Student successfully completes the state/industry-related certification test(s)
- Ohio Department of Education will award the diploma

For inquiries and enrollment, please contact:

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