

## Admission by Exception Policy

### ADULT DIPLOMA PROGRAM

House Bill 483 of the 2014 Mid-Biennium Review set requirements via Ohio Revised Code 3313.902 for an Adult Diploma Program. The Adult Diploma Program aims to create career pathways for adults to complete their high school education, earn technical training, and gain employment in high-growth, high-demand fields. This program only applies to adults age 22 and older who do not have a high school diploma (or its recognized equivalent) or completed a secondary education in a home-school setting, and are enrolled in an “eligible career pathway program”.

Eligible career pathway programs integrate adult basic education with post-secondary coursework that leads toward an industry credential and/or certification. These programs must also be aligned with local labor markets. In addition, the career pathway programs will include Success Skills and Employability classes. Adult Diploma Program participants will receive their high school diploma upon successful completion of the credential program, acquire the designated industry credential, and attain industry and program specific ACT WorkKeys scores. The high school diploma will be issued through the Ohio Department of Education. Apollo Career Center has identified the following programs as Adult Diploma Program eligible:

<u>Program Name</u>	<u>Total Clock Hours</u>	<u>Targeted In-Demand Occupation</u>	<u>Industry Credential</u>
Fanuc & Yaskawa Robotics	72	Manufacturing Technician	Fanuc Material Handling Yaskawa Material Handling
HVAC	144	HVAC Technician	EPA-608
Manicuring	200	Manicurist	Ohio State Board of Cosmetology – Manicurist
Microsoft Essentials:	84	Computer User Support Specialist	Excel, Outlook, PowerPoint, Word OPAC
State Tested Nurse Aide	76	Nurse Aides	STNA

*\*Adult Diploma Program eligible programs availability subject change.*

*\*Adult Diploma Program eligible programs are not eligible for Federal Student Aid.*

Prior to course enrollment, Adult Diploma applicants are required to meet or exceed Apollo program specific ACT WorkKeys assessment scores.

Students enrolled in the Adult Diploma Program are required to adhere to all enrollment and program specific policies as stated in the Apollo Career Center Student Handbook and/or program supplemental handbooks.

### **SENIOR ONLY PROGRAM**

The Senior Only Credential Program targets the specific needs of students in their senior year of high school who have completed most of their curriculum requirements. Students must have time in their schedule to pursue an industry-recognized credential. Students who want to graduate using an industry-recognized credential must earn one credential or a combination of credentials in a single career field totaling 12 points and the ODE Required Composite Score for WorkKeys.

Apollo Career Center identifies what career development adult education programs are Senior Only Credential Program eligible. A list of eligible programs is developed and sent to all high schools prior to each semester. Applicants must be a high school senior at an Apollo Career Center district high school. Applicants are required to obtain authorization from their high school and parent/guardian.

Students enrolled in the Senior Only Credential Program are required to adhere to all enrollment and program specific policies as stated in the Apollo Career Center Student Handbook and/or program supplemental handbooks.

### **SECONDARY STUDENTS**

Any high school students, who are in good academic standing, may dual enroll in an adult education program so long as it is compliant with the programmatic governing agencies rules.

*This policy was pulled from the current Student Handbook.*