



# 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
- **Customer Service Specialist**  
40 course hours
- **Microsoft Office Specialist**  
310 course hours

For inquiries and enrollment, please contact:

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### 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 9<sup>th</sup> grade reading comprehension level and a math level of at least 6<sup>th</sup> grade

### Two step program:

#### Step 1: In-person WorkKeys Test Preparation

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