



Thank you for your interest in the Adult Diploma Program at MACC!

The Adult Diploma Program creates a new pathway to a high school diploma! Ohio residents, 22 years and older, can obtain their diploma while simultaneously completing job training in a demand occupation and earn industry credentials! MACC offers the Adult Diploma program through the following programs or program sections:

Automotive Technology

Phlebotomy/EKG

Precision Machining/CNC Technology

State Tested Nurse Aide (STNA)

Welding Technology

This FREE program is offered at MACC in partnership with the Ohio Department of Education. Please see the enclosed brochure for program details & dates!

TO BE ELIGIBLE FOR THE ADULT DIPLOMA PROGRAM YOU NEED TO:

- ▶ Be at least 22 years of age
- ▶ Be a resident of Ohio
- ▶ Have not received a valid High School Diploma or GED

STEPS TO ENROLL IN THE PROGRAM:

- **Schedule an appointment with MACC to:**
 - ▶ **Submit non-expired photo ID** If your ID is out-of-state you will need to provide proof of Ohio residency (*Example: a bill in your name at your address*)
 - ▶ **Submit current Email address** (*If you don't have, we can assist you in creating one.*)
 - ▶ **Complete Enrollment Information Form**
 - ▶ **Take WorkKeys Assessments - a total score of "13" is required to enroll.**
 - **Free WorkKeys tutoring is available through Mansfield City Adult Education. Call for information 419.525.6380.**
 - <http://www.act.org/workkeys/index.html>
 - Assessments are given on-line and take approximately 3 hours.
 - You can practice tests with an account on Ohiomeansjobs.com
 - (Click -> Plan It, ->Assessments, ->Training)
 - ▶ **Students who do not pass WorkKeys are highly encouraged to get tutoring before re-testing.**
 - ▶ **Register for a SAFE Account upon passing WorkKeys.**

ADDITIONAL ITEMS REQUIRED FOR REGISTRATION

- **Schedule a second appointment with MACC to:**
 - ▶ **Submit student application to the Ohio Department of Education**
 - ▶ **Complete Release of Information Form**
 - ▶ **Complete OhioMeansJob Registration** or turn in proof of registration
 - <http://omj.ohio.gov>
 - Click Career Profile, Sign in & Register. Students can also complete in the MACC office.

Please call our office at 419.589.6363 if you have questions. We look forward to working with you to help you make your Ohio Adult Diploma a reality. Let's make it happen together!

- The Staff at Madison Adult Career Center