

STANDARD OPERATING PROCEDURE 5.08: REVIEW OF ADULT WORKFORCE DIPLOMA PROGRAMS PROCESS

November 13, 2025

A. PURPOSE

The Review of the Adult Workforce Diploma Program Process ensures that CSS is monitoring the compliance of all schools in the operation of the Adult Workforce Diploma Programs.

B. APPLICABILITY

The Review of the Adult Workforce Diploma Program Process is applicable to the Compliance Department and the School Improvement Team.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: **Compliance Department**

Other Departments: *Management Team*
 School Improvement Team

D. PROCEDURE

1. The Review of the Adult Workforce Diploma Program Process begins with an Annual Review of all of the schools with a Adult Workforce Diploma Program. In August of each year, the Compliance Department will send out communication to all CSS Sponsored Schools that operated a Adult Workforce Diploma Program or Adult Learner Program in the previous school year to request information about whether or not the school will continue to offer a Adult Workforce Diploma Program in the current school year.
 2. Compliance Department will compile the list of CSS Sponsored schools that will be offering an Adult Workforce Diploma Program and provide this list to all CSS Staff at the September all-staff meeting.
 3. The School Improvement Department will monitor the Adult Workforce Diploma Programs as part of the annual College and Career Workforce and Military Readiness site visit to ensure that the schools are implementing the program as designed, including congruency with the Education Plan, credits tracked, and participation rates and in accordance with the statute. During the annual College and Career Workforce and Military Readiness site visit, the School Improvement Department will meet with school personnel responsible for implementing the Adult Workforce Diploma program to collect program implementation data, review
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procedures and program outcome measures to ensure the program is being implemented as designed per each eligible enrollee's individual career plan. The School Improvement Department will include data on each school's annual CCWMR report documenting monitoring of the Adult Workforce Diploma program.

4. The Compliance Department and the School Improvement Department shall provide schools with technical assistance regarding the Adult Workforce Diploma Program as requested by the schools.
5. Compliance Department shall prepare a Sponsor Connection Article that will be published in the April Sponsor Connection that will include information about the current Adult Workforce Diploma programs. The article will include a list of Adult Workforce Diploma programs that are being operated, a link to the Ohio Department of Education and Workforce annual report that was released and contact information for schools interested in beginning a Adult Workforce Diploma program.

E. DOCUMENTATION

All REVIEW OF Adult Workforce Diploma PROGRAMS PROCESS documents will be saved with a naming convention and the date in the shared drive as follows:

S://Schools Adult Workforce Diploma Program

F. GLOSSARY

Adult Workforce Diploma, twenty-two, plus, DOPR, Dropout Prevention and Recovery, monitor, technical assistance, credits, track, graduation

G. CROSS REFERENCED SOP'S

None

H. REVIEW AND APPROVAL

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2026
