College Credit Plus Funding Application Manual

January 2025

The deadline to apply for funding is April 1 at 5pm

Ohio Department of Education & Workforce

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Before You Begin

- You will need an OH|ID account to create a College Credit Plus Funding Application.
- To create the OH|ID account, you will need identification.
    - Note: if you already have an OH|ID account, do not create another account. Creating multiple accounts will cause issues with the CCP funding application.
- The application must be created using the **parent or guardian's** OH|ID account.
- You will need a **college acceptance letter or letter of good standing** (for returning CCP students) to upload into the application. The application cannot be submitted until proper documentation has been uploaded.
- Homeschool parents: If your student is a returning College Credit Plus student, you must submit **documentation that verifies your student's eligibility** in the program. A copy of the student's grades or college transcript(s) must be uploaded before submitting the application. (Unofficial transcripts are sufficient.)
- You must click **SUBMIT** at the end of the application to receive funding. The system can only award funding to an application that is in the **SUBMITTED** status.

IMPORTANT: The following instructions provide the steps that you must complete to request funding for your student to participate in College Credit Plus. Step-by-step screenshots are used to show each step with helpful red circles and arrows to point out areas that you should click or notice.

Please avoid waiting until the last day to begin the application. Although this electronic funding application is intended to be user-friendly, it is possible that you will experience technical difficulties or unexpected delays. Please begin and then submit the application as soon as possible, preferably within a few days before the deadline.

Creating an OH|ID Account

Users can access the College Credit Plus Funding Application through Ohio's web-secure portal known as OH|ID.

You can access the OH|ID Login link which is located at the top of the DEW's home page, www.education.ohio.gov or you can click on this direct link: **https://OHIID.ode.state.oh.us/portal** .

Step 1: Login to secure web portal

Click on "Login" at the top of the screen shown in Figure 1.

Figure 1

Step 2: Opening OH|ID Portal

Click on the "OH|ID PORTAL" button, as shown in Figure 2, to either create an account or log in (for existing users). As shown in Figure 2, this screen will help you access the OH|ID PORTAL.

Note: Click on this link for a step-by-step guide to create an OH|ID account.

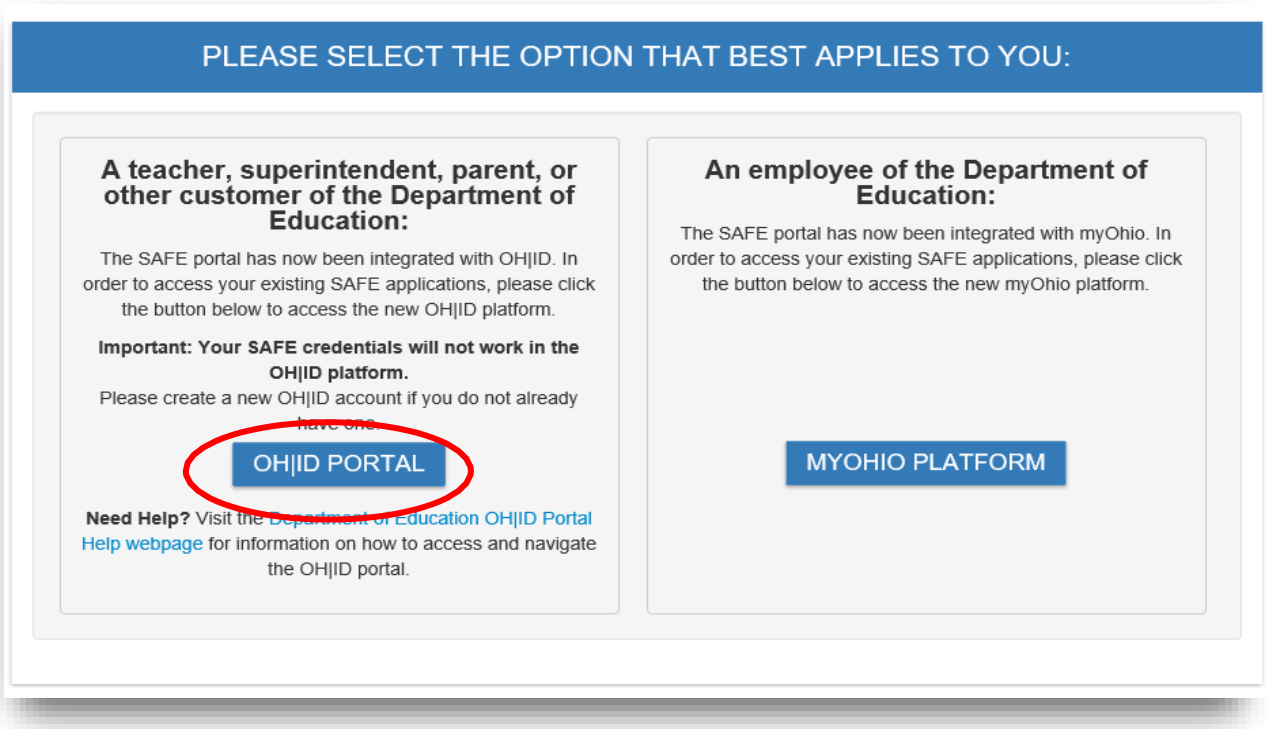


Figure 2

Step 3: Accessing CCP Account

Once your OH|ID account has been created, log into your account and complete the Department of Education Profile Setup as shown in Figure 3:

Figure 3

In the setup process, you must select the role of ***I am a parent signing up for the College Credit Plus Program from the dropdown menu***.

If you did not see the College Credit Plus option, or already had an OH|ID account, you should run the Department of Education Application Request by clicking on the Go to Site on the tile as shown in Figure 4.

Figure 4

Here is a copy of the tile to access the CCP program as shown in Figure 5.

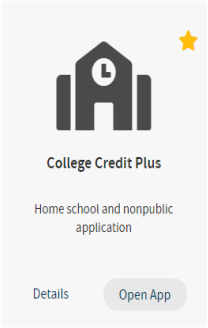


Figure 5

FILLING OUT THE COLLEGE CREDIT PLUS APPLICATION

Step 4: Create a new application

Once you have entered the College Credit Plus portal, there will be a "College Credit Plus Parent Dashboard" with a list of any student associated with your OH|ID account (as shown in Figure 6).

If there is any "Student Detail" for the associated student, you can review any prior activity for the student by clicking on the blue "VIEW" button as shown in Figure 6. If you are applying for CCP for your student for the first time, the Student Detail section will be blank. To create a new application for the 2025-26 academic year, proceed with these steps.

Step 5: Click the "Select Program" menu on the top left of the screen (as seen in Figure 6).

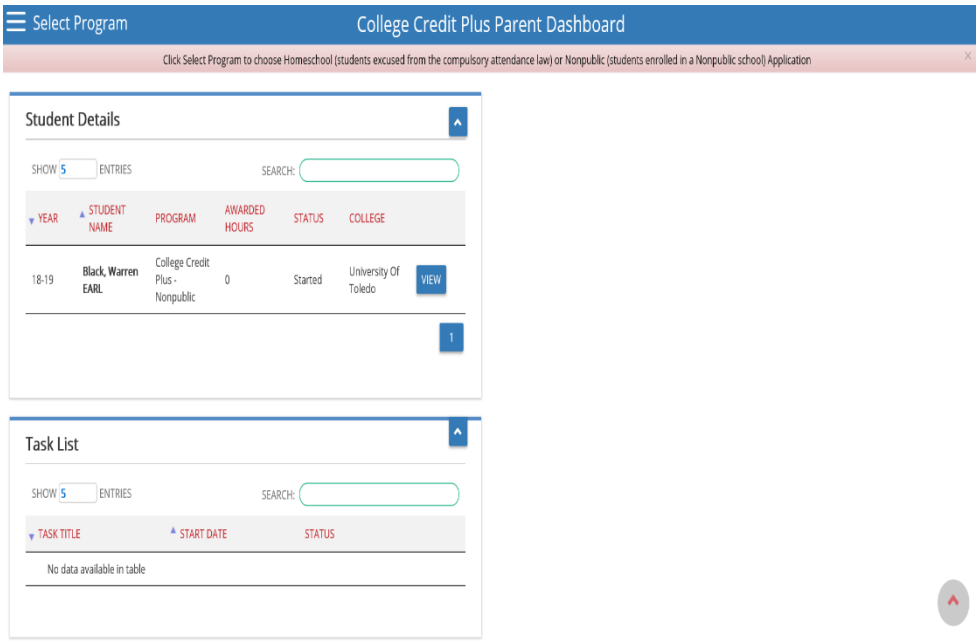


Figure 6

You will see choices for "Select Program" in a drop-down list (as shown in figure 7).

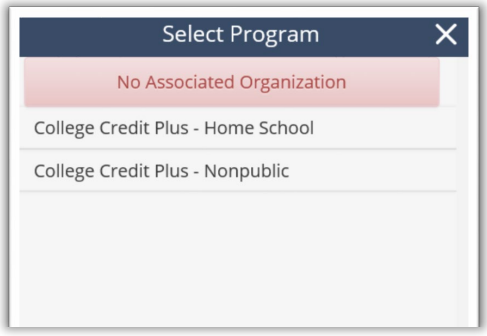


Figure 7

Step 6: Select Student Participation Option

Click on "College Credit Plus - Home School" or "College Credit Plus – Nonpublic" as it pertains to your student.

Note: Non-chartered/non-tax supported schools ("08") must choose "College Credit Plus – Nonpublic." Select "College Credit Plus – Home School" if you have notified your district superintendent your student is homeschooled. A copy of the acknowledgement letter must be uploaded in the funding application.

On this screen, there are two primary steps to complete: SEARCH and CREATE.

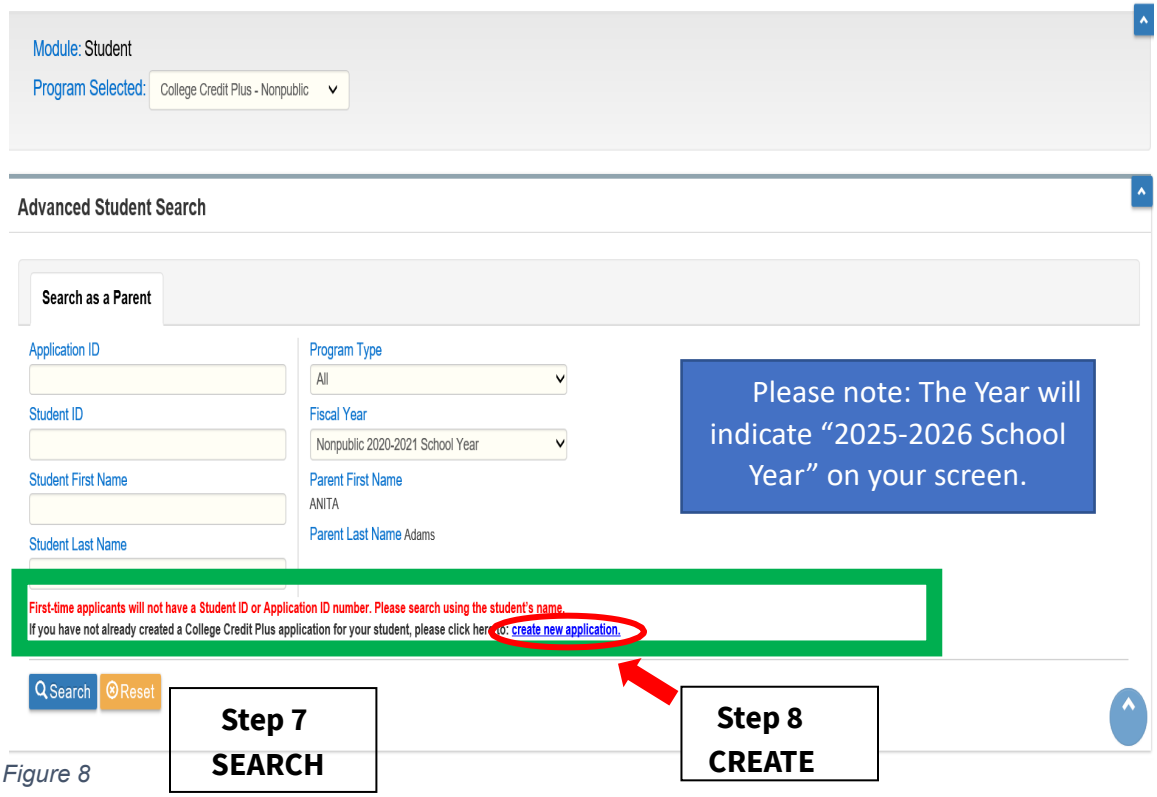


Figure 8

Step 7: Search option for locating student

SEARCH: To search for your student, enter your student's first name in the "Student First Name" field and the student's last name in the "Student Last Name" field.

- Click the blue "Search" button.

Note: If there are no duplicate records, then you will see the "Your search parameters return ZERO results. Change parameters and try again" as shown in Figure 8 near the bottom of the screen (green box area).

Step 8: Create a new application if there is no search result for your student.

CREATE: Click on "**create new application**" as shown in Figure 8 with a red circle and arrow.

Note: Any students associated with your OH|ID who have a current 2024-2025 application in the system should be listed at the bottom of the page under "Search Results.

The next screen (Figure 9) will ask you to provide information about the student for whom you need to create a new application.

Steps 9 and 10: Student information for new application

- Type in the "Student Date of Birth," "Student First Name," and "Student Last Name" in the appropriate fields.
- Click on the blue "Search" button. The system will search for a 2024-2025 application.

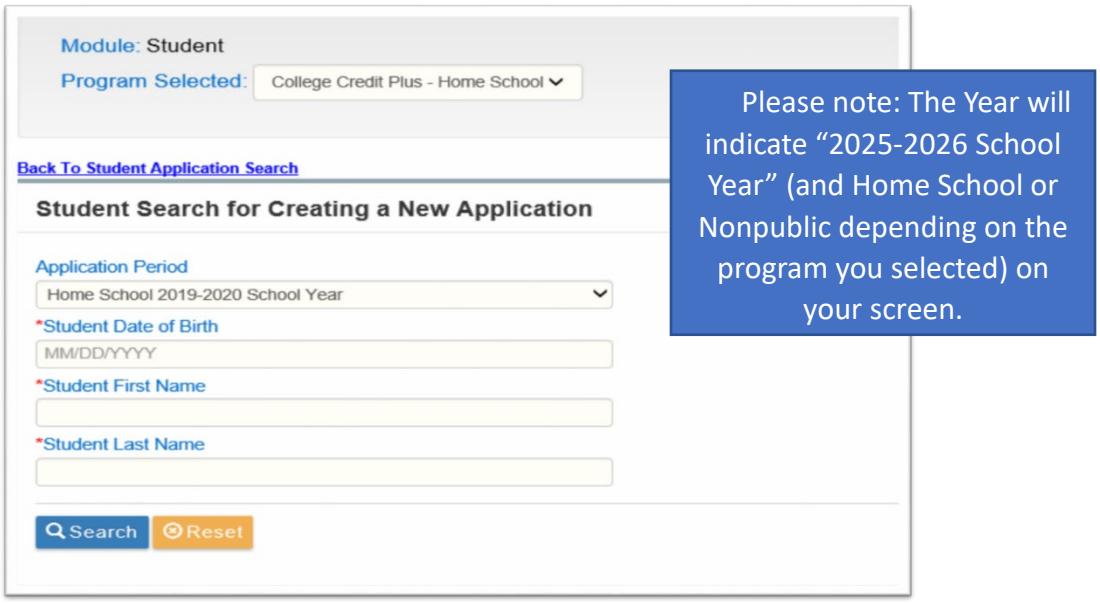


Figure 9

Please make sure there is not an application for the upcoming year already in the system for your student. Creating duplicate student records will delay the approval process. Following the steps to search will prevent creating duplicate student records.

Step 11: Finish adding the student to the system

Click on the red "**HERE**" link to add the student in the system (as shown in Figure 10).

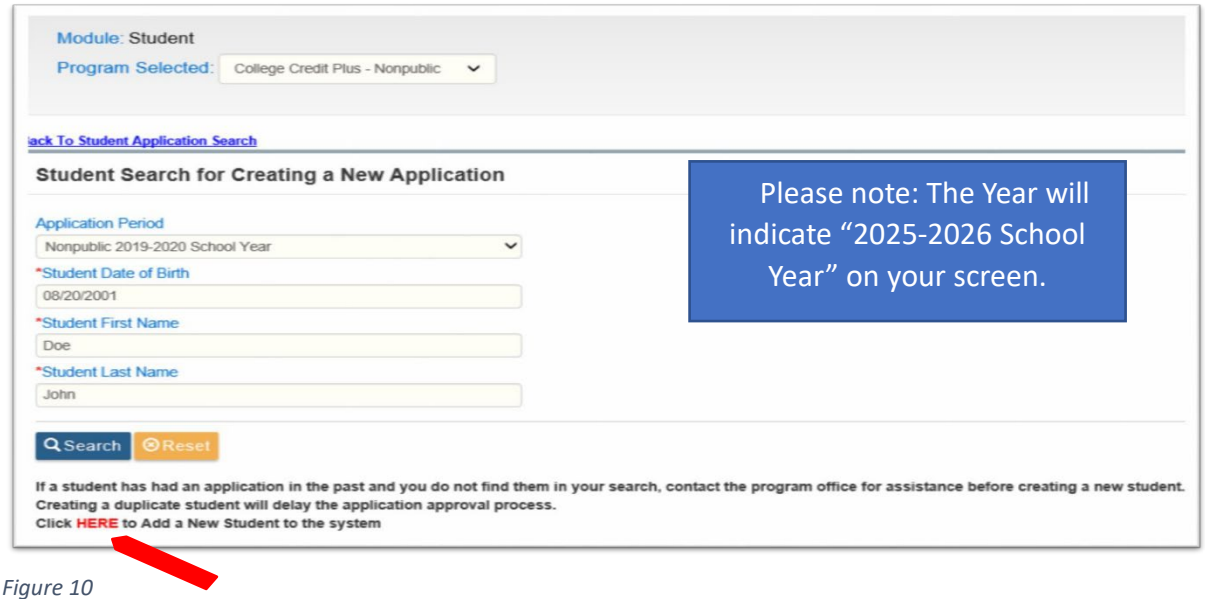


Figure 10

You will then see the Student Information, Student Home Mailing Address, and Application Information (Figure 11). Some fields will be automatically populated.

Step 12: Finish information sections

- Type in or select any information that is currently blank. If there is a red * next to a field, then it is a required field.

*Note: Only **non-chartered/non-tax supported schools ("08")** must type in "136846" for the Nonpublic School IRN as shown in Figure 11. Do not search for a school name. **If your student attends a Chartered, Nonpublic school, please use the school's designated IRN.***

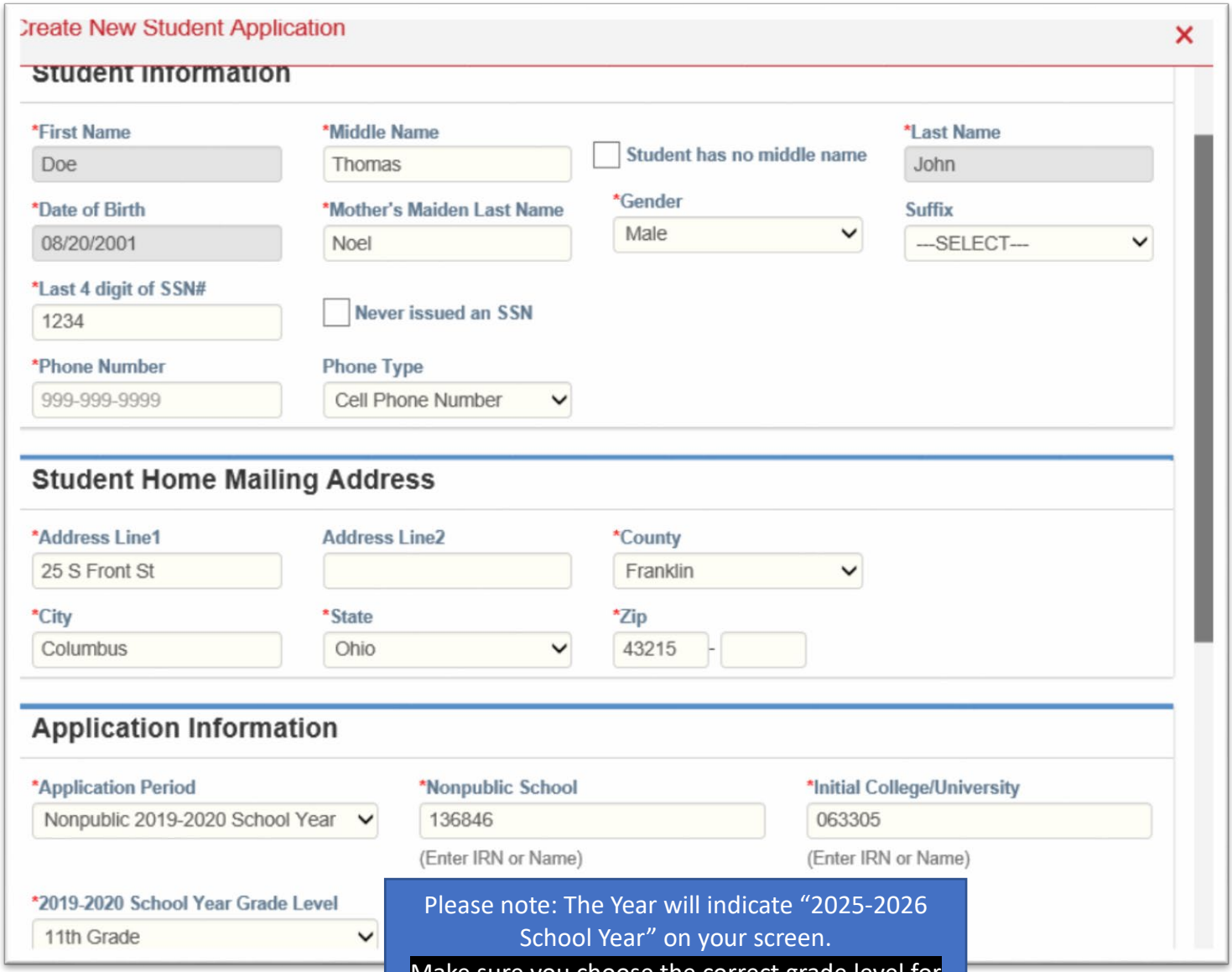


Figure 11

Scroll down the page until you see the "Intent to participate in the College Credit Plus (CCP) program" box (Figure 12). There is not a separate intent form.

Steps 13 and 14: Start CCP portion of the application

- Read the information and click on the box if you certify the information as stated in the box.
- Click on the green "CREATE NEW STUDENT APPLICATION" button.

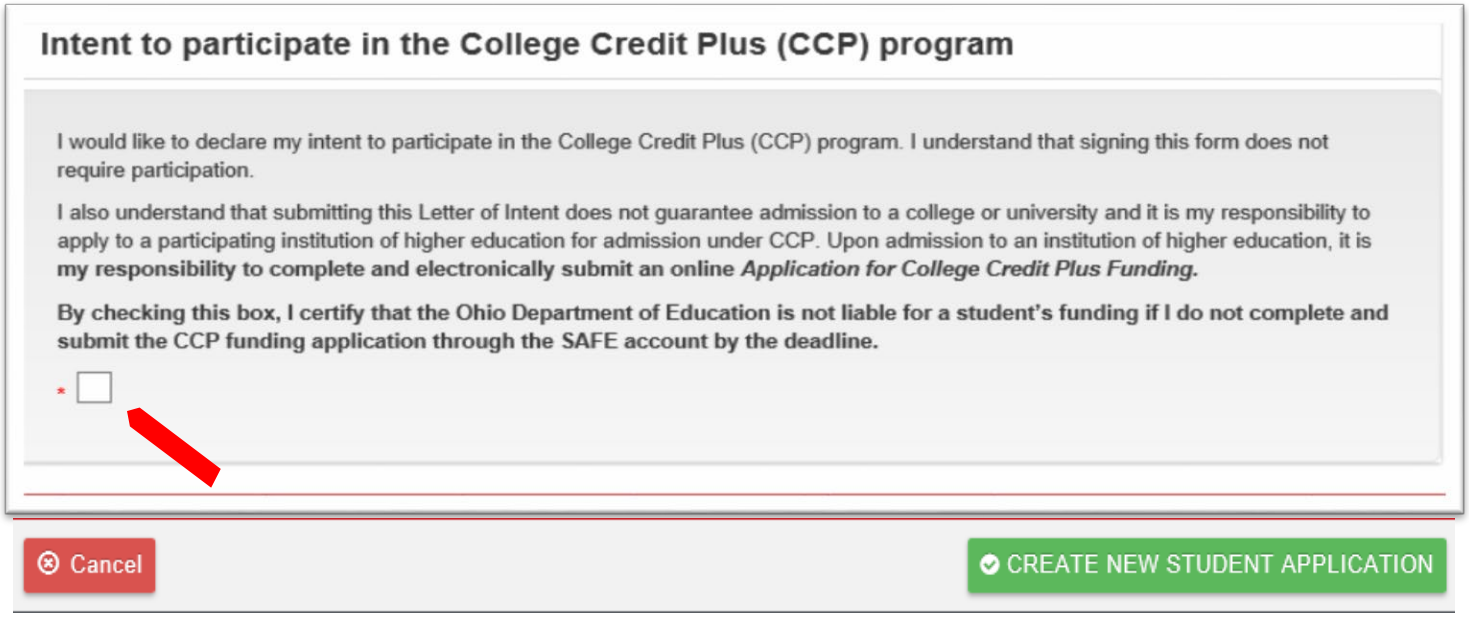


Figure 12

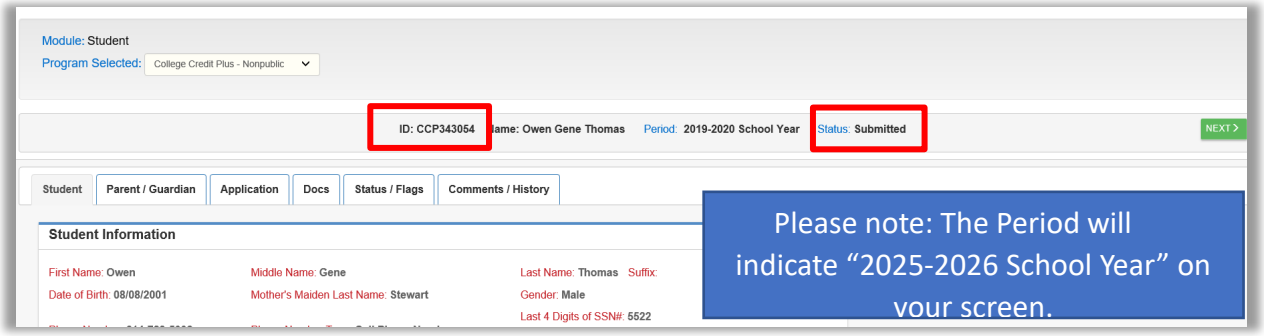
Parents must declare, on behalf of their student, the student's intent to participate. This is now only completed electronically within this funding application process; paper or emailed copies cannot be accepted.

Homeschool parents: If your student is a returning College Credit Plus student, you must submit documentation that verifies your student's eligibility in the program. Be prepared to submit a copy of the student's grades or college transcript(s) before submitting the application.

NOTE: You are entering your student's grade level for the upcoming **2025-2026** school year.

Students may participate in College Credit Plus only one year as a 12th grader. If your student has participated in the past as a 12th grader, he or she may not be eligible to participate again.

Once the application is created, the student's College Credit Plus ID will be in the center above the tabs, and the current status of the application will be in the opposite corner (shown in Figure 13).



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Notice the six tabs below ID, Name, and Period and Status. These tabs: Student, Parent/Guardian, Application, Docs, Status/Flags and Comments/History have information for you to either complete or review.

The first screen or "tab" is showing you the information you just provided as "Student Information." To continue working on the application, you will click on the tabs.

Step 15: Navigate to Parent/Guardian information

- Click on the "Parent/Guardian" tab.
- The screen changes and shows the information recorded for the parent/guardian associated with this application (Figure 14).

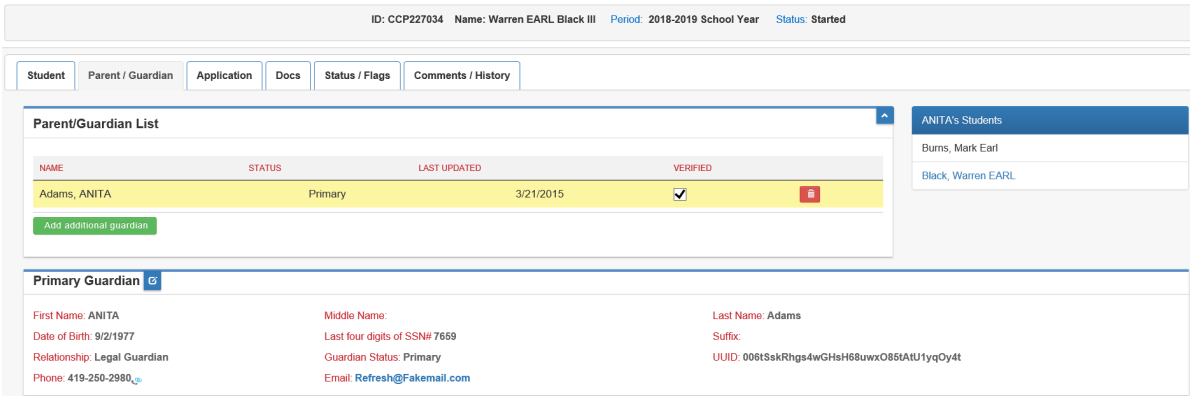

Figure 14

Step 16: Confirm or enter Parent/Guardian information

- Type the information within the fields under the headings "Current Home Physical Address" and "Current Home Mailing Address" (Figure 15)
- **BE SURE TO COMPLETE THE PHYSICAL ADDRESS,** even if it is the same as the student's address. This will ensure the award letter is correctly created when the awarding occurs.

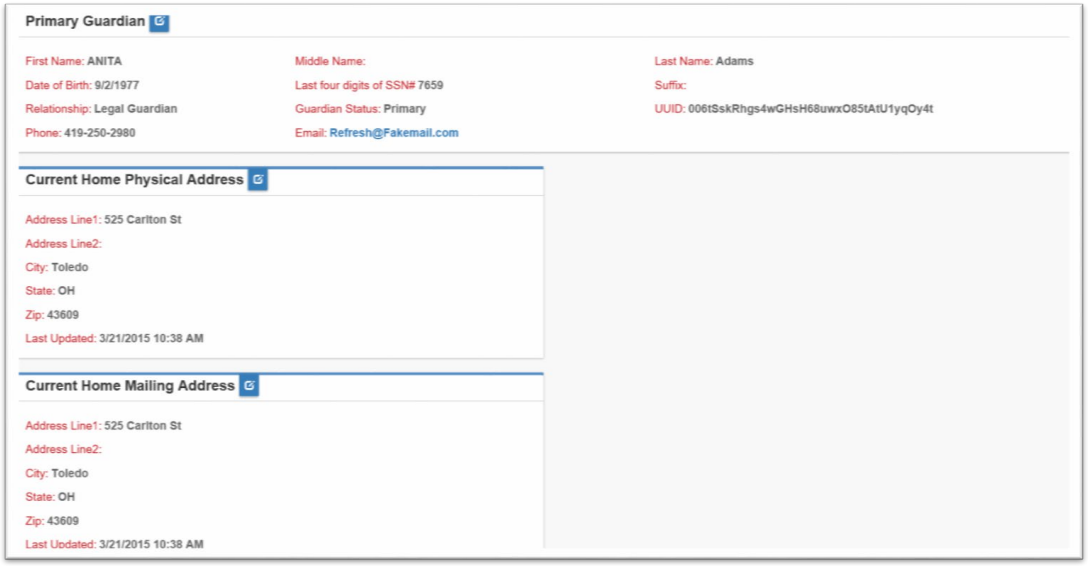

Figure 15

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Step 17: Navigate to Application tab and find the Information section

- Click on the “Application” tab
- Review the “Application Information” as shown in Figure 16.
- On the “Application” tab screen, click on the small blue square image next to the word “Information” as shown in the red circle in Figure 16.

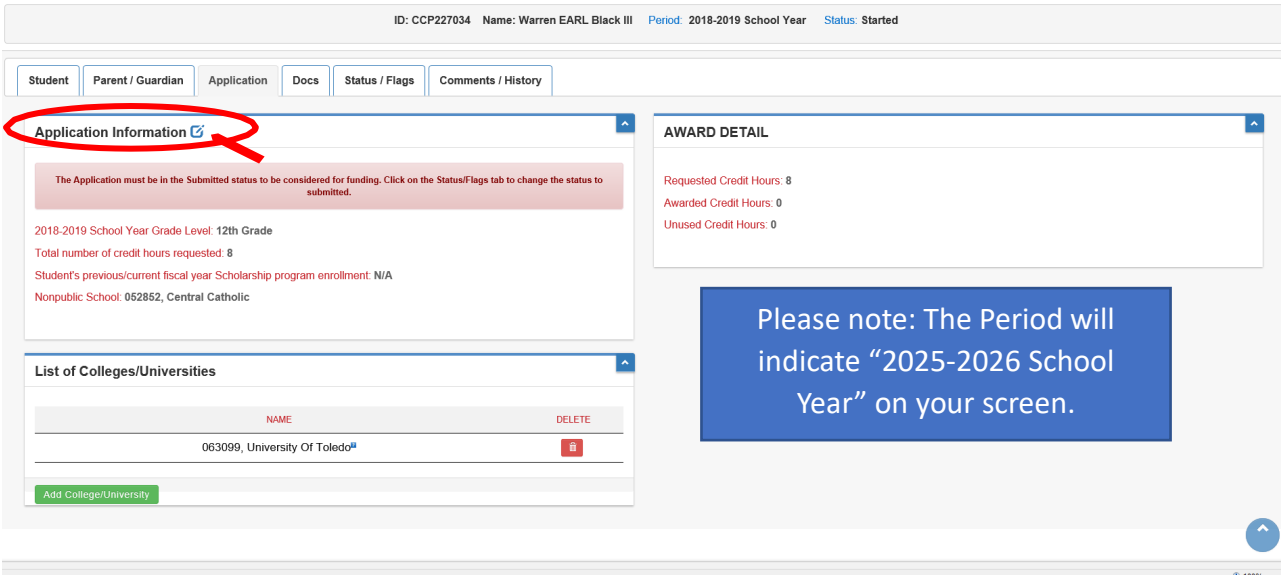


Figure 16

Within the “Edit Student Application” box (the blue square image), review the information (as shown in Figure 16).

Please Note: Your student’s grade level is for the 2025-2026 school year.

Step 18:

- Type in the **total number** of credit hours requested for the entire 2025-2026 school year (summer, fall, and spring) (Figure 17 below). Check with the college to determine the number of credit hours you should request; this should be based on the total number of credit hours of your course choices.
- The maximum number of hours that can be requested is 30; however, this is dependent on the number of high school courses the student is also taking. See the FAQ #5 on page 28.

Step 19:

After you have added the total number of credit hours requested, click on the green "UPDATE STUDENT APPLICATION" button.

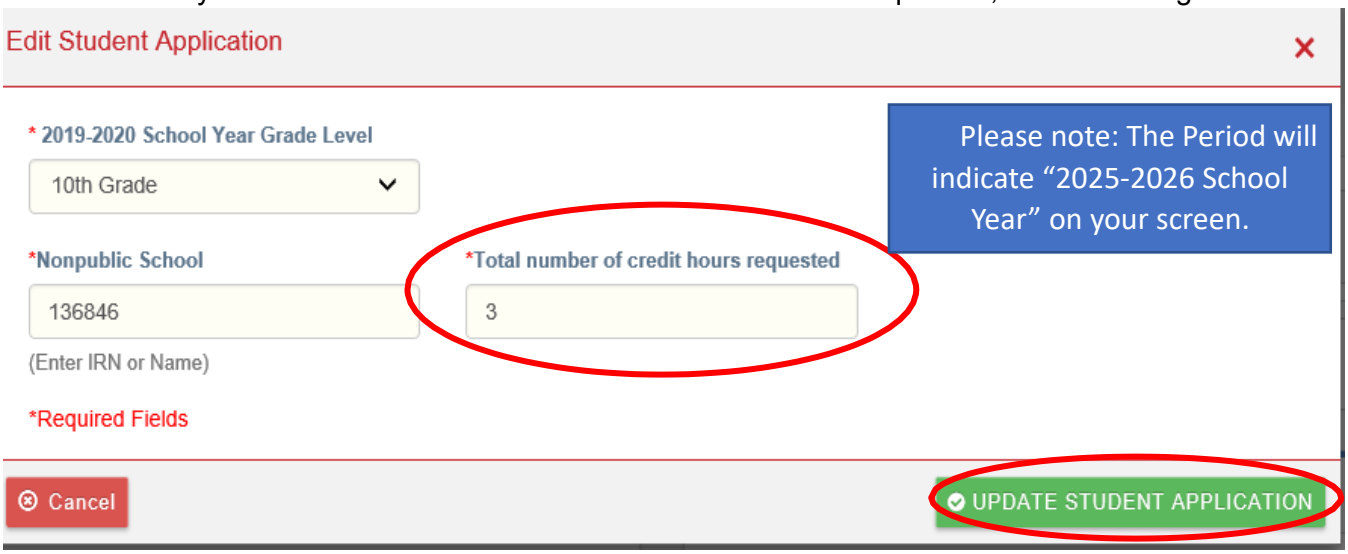


Figure 17

NOTE:

- Remember that this is a **requested** number of credit hours; there is no guarantee this amount will be awarded.
- This is the amount needed for the ENTIRE school year, not just a term. There is one round of funding per school year.
- You are requesting funding for college credits, not high school, so one or two credits will typically not cover a course. Most college courses are three or four credit hours per semester. Check with the college if you are not sure.

Anticipate the number of credit hours needed for the ***ENTIRE*** school year before entering a number. For instance, if a student is considering two courses per semester and each course is three credit hours per semester, request 12 credit hours for the school year. If you do not know the number of courses or the number of credit hours needed, make the best guess possible. Most colleges and universities will post their course catalogs on their websites; you can attempt to review the catalog to determine credit hours, or you can contact the college to inquire. The maximum number of credit hours that can be requested is 30. See FAQ #3 on page 27.

There is no guarantee that a student will be awarded the requested number of hours on the funding application. The process for determining the number of credit hours awarded is in Ohio Administrative Code 3333-1-65.8.

Step 20: On the Application tab screen (Figure 18), you will add the college at which your student has been admitted to enroll.

- Click on the green "Add College/University" to add another college to the application. Multiple colleges can be added; you must have the acceptance letter for each college the student wants to attend.
- When you begin to type in the name of the institution, a drop-down list will appear.
- As you type the name, click on the name of the college from the list. The IRN will be added automatically to the field.
- The school's Information Retrieval Number (IRN) and name will appear in the LIST OF COLLEGES AND UNIVERSITIES box.
- If your student will attend more than one college or university, click the "Add College/University" button again and search for the additional institutions.

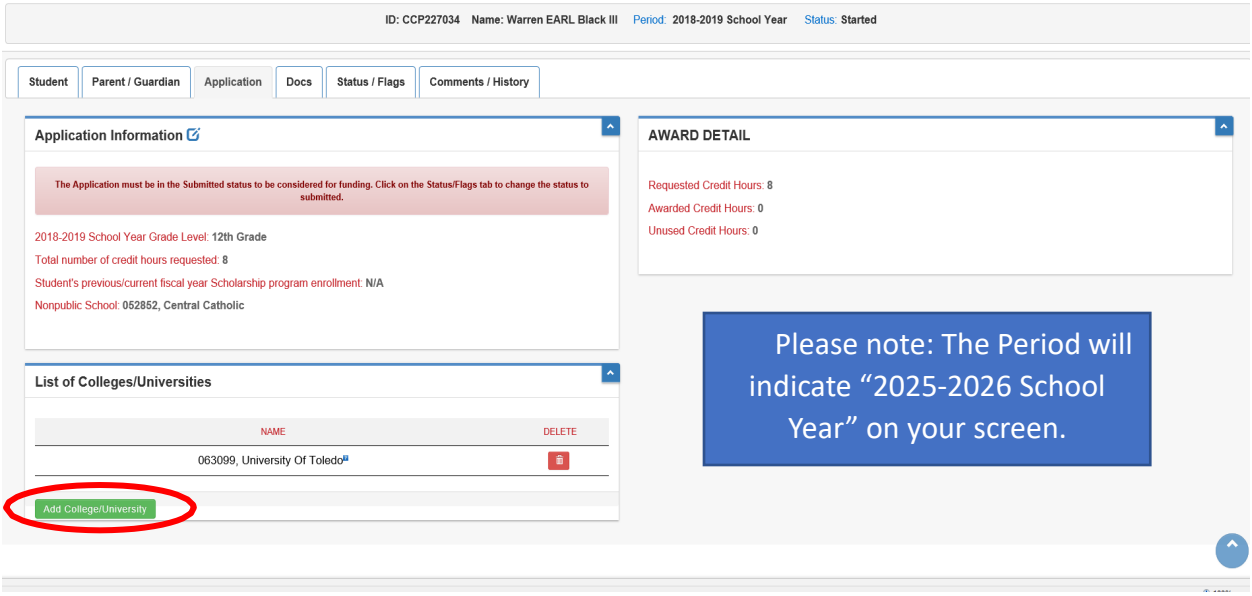
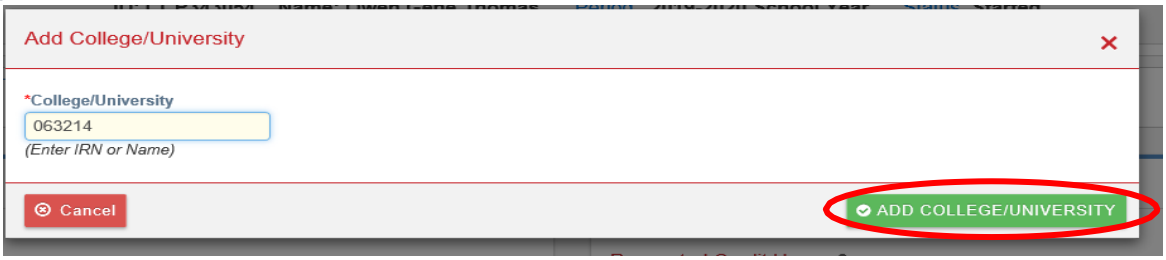


Figure 18

NOTE: University of Cincinnati Blue Ash does not have a different IRN than the University of Cincinnati main campus. Students attending Cincinnati Blue Ash should choose University of Cincinnati, IRN 062927, for the Blue Ash campus. **This is similar for all universities that have regional campuses.**

Figure 19



Step 21: Finalize selection of college/university

Step 22: Upload required documents

- Click on the “Docs” tab. You will see the screen as shown in Figure 20.
- Click on the blue “Upload Document(s)” link in the “Documents on File” box to upload the college acceptance letter.
    - Note: If you do not have a final acceptance letter available, a conditional letter (i.e., one that states a student will be accepted if he or she meets certain criteria) will be acceptable temporarily. A final acceptance letter must be uploaded by August 30.
- If the student is a returning College Credit Plus student, a letter of good standing or some other document from the college must be uploaded to show that the student is still enrolled and will continue to enroll in the 2025-2026 school year.

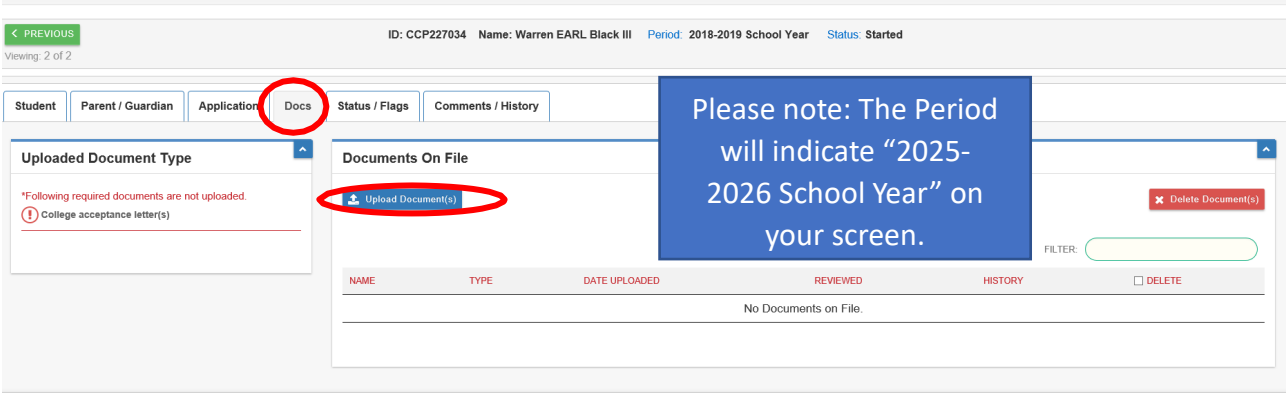


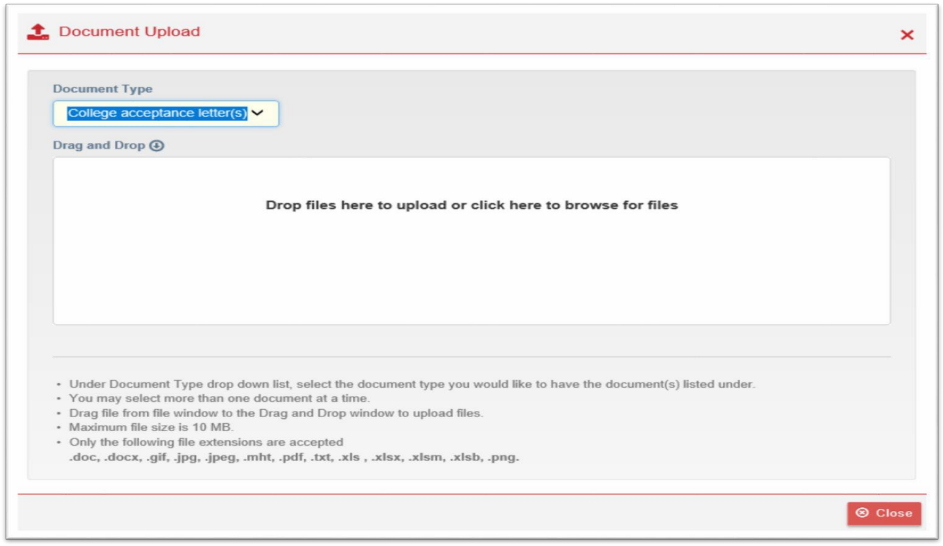
Figure 20

On the “Document Upload” screen, Figure 21, you will select the type of document and the files to upload.

Step 23:

- Click on the small “v” (down arrow) to select the Document Type. Click anywhere in the white box to browse for a file or drag and drop the file from your desktop. Once the file has been selected from your computer, upload or drag it into the white box.

Figure 21



ADDITIONAL DOCUMENT UPLOAD STEPS FOR HOMESCHOOLED STUDENTS:

- Homeschool families will need to upload the letter from the superintendent of your school district acknowledging your student is homeschooled. Your family likely received this at the beginning of the current school year.
- Returning homeschool CCP students are required to upload a copy of their grades or college transcript(s) to ensure with compliance with the underperforming student rule, Ohio Administrative Code 3333-1-65.13. Students must have a College Credit Plus GPA of 2.0 or above and must not withdraw from two or more courses in one term. (Unofficial college transcripts are acceptable. Ensure that this document includes a college logo or some other identifier.)

When the upload is complete, the screen will look like this (Figure 22):

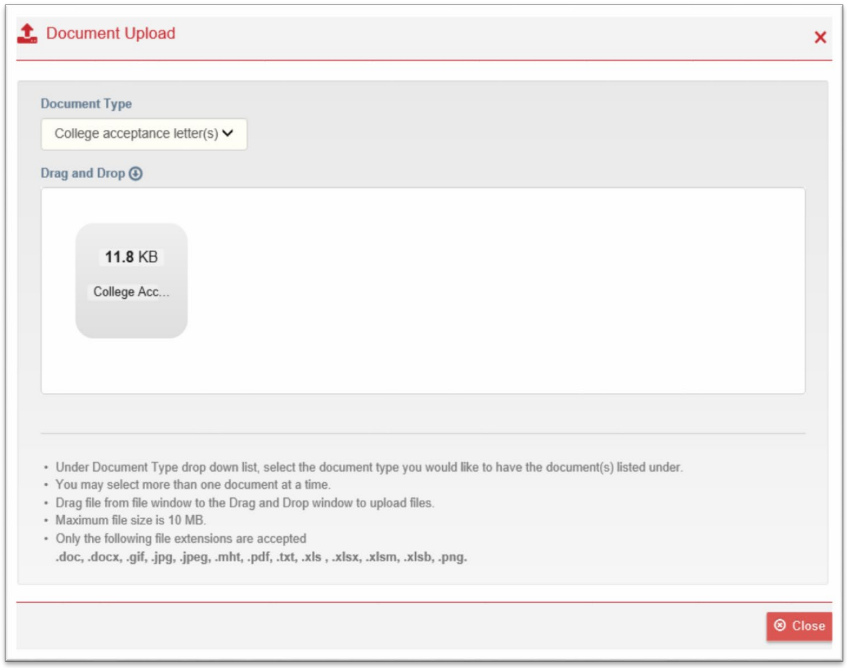


Figure 22

Step 24: Finish document upload and continue

Click the red "Close" button. The uploaded documents letter will appear under the "Documents on File" section, as shown in Figure 23.

Note: *Remember that homeschool students must also upload the letter from the superintendent acknowledging the student's homeschool status and returning homeschool CCP students must have a document showing student grades/transcripts.*

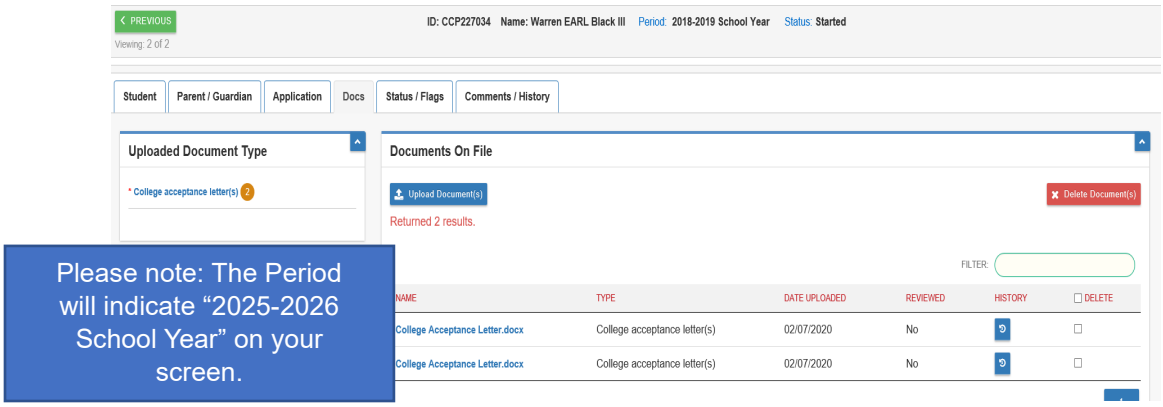


Figure 23

When you have completed and provided information for the first four tabs AND you are ready to complete the application process (as shown in Figure 24), continue with the next steps.

Step 25: Submitting the application

- Click on the “Status/Flags” tab.
- Under “Status,” you will see that the current application has been “Started” and now you can “Submit” the application.
- Click on the word “Submitted” under “Status.

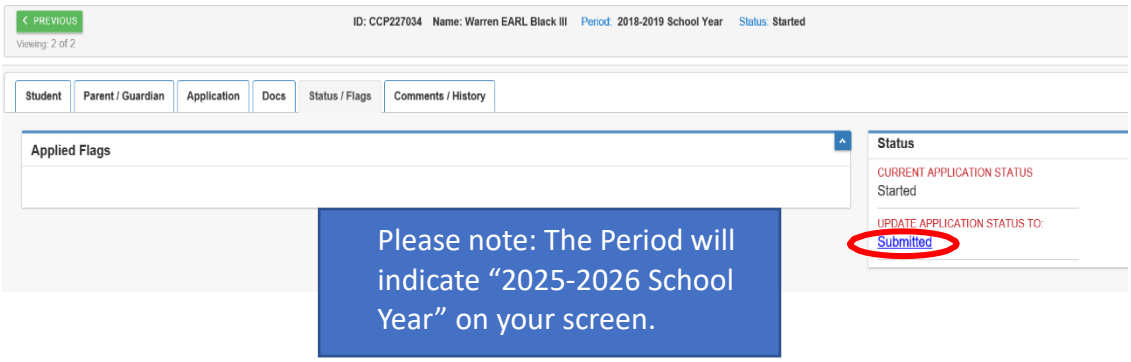


Figure 24

A pop-up message will appear. This message is for you to confirm that you are complying with the laws and regulations regarding College Credit Plus in addition to understanding the financial responsibility, Figure 25.

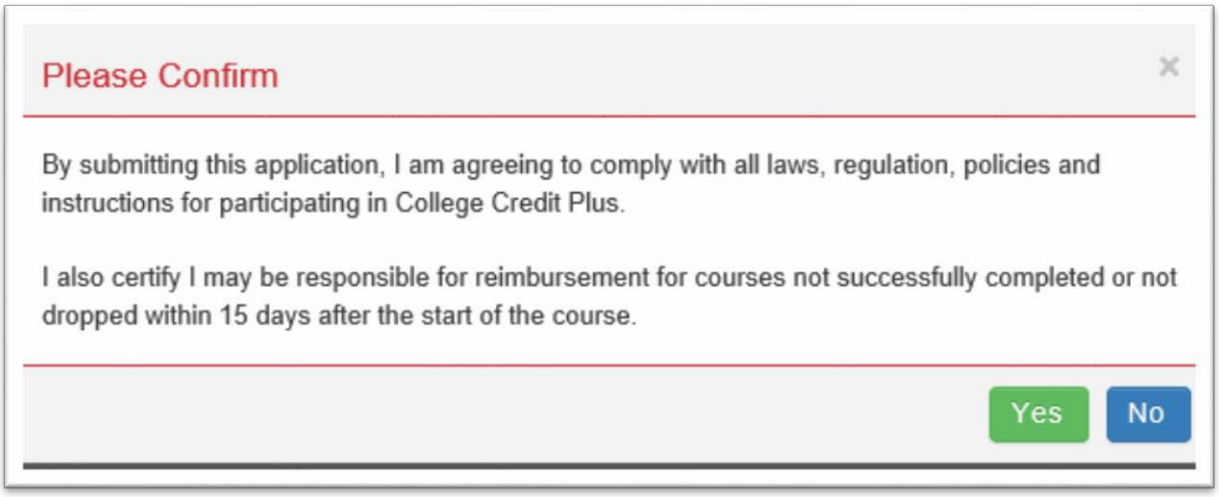


Figure 25

Step 26:

Confirm submission terms

- Click “Yes” if you agree to the terms.
- Clicking “no” will not allow you to submit the funding application.

Reminder: The application MUST be in the Submitted status prior to the funding application deadline (April 1, 2025 at 5pm) to be considered for funding.

After Submitting the Application

After you have confirmed “yes” on the pop-up message, you will return to the application screen with the six tabs at the top. **You will see that your “CURRENT APPLICATION STATUS” is now in the “Submitted” status.**

This will be indicated in the “Status” box, as well as in the blue ribbon at the top of the page (see circled areas on Figure 26). An application MUST be in submitted status prior to the funding application deadline (April 1, 2025, at 5 p.m.) to be awarded funding.

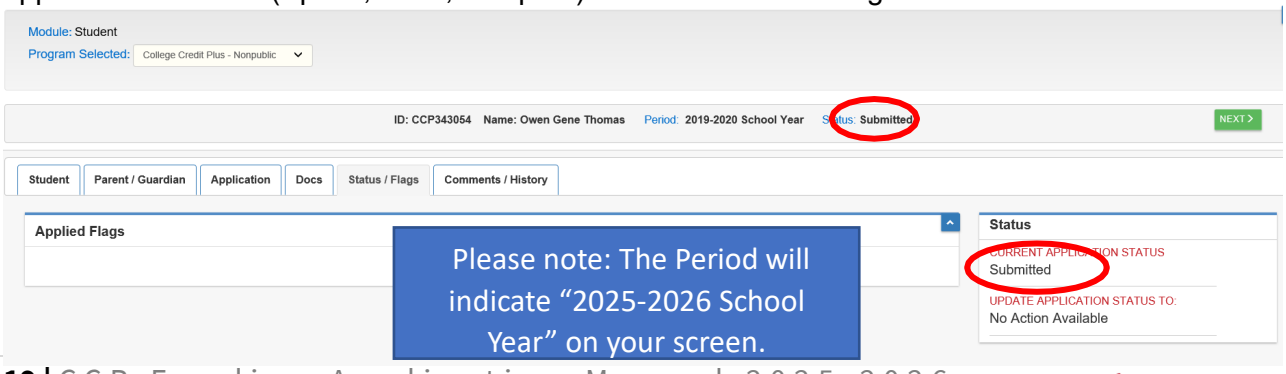


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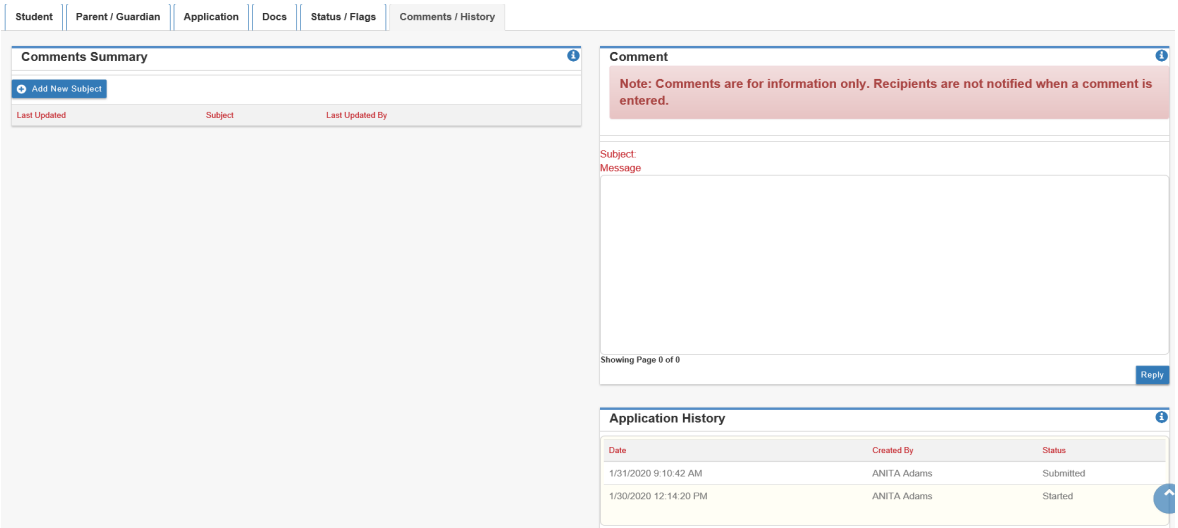
Figure 26

A history of the application will be available under the “Comments/History” tab.



Congratulations! If you have completed all the steps and have changed the status to “Submitted,” you have completed the application.

- You will receive an email confirmation in the email account that you provided. This email confirms that the application has been submitted.
- You will also receive notifications in that email address for a variety of other messages, such as reminders of the deadlines and when the award letter will be available.
- The funding award will be posted within the OH|ID system by May 6, 2025. You will receive a notification email when it has been posted. This email will include instructions to access the award letter.

FAQs:

1. We created an application last year. Do we need to do this again this year? If so, why?
   New funding is available each school year, and funding does not carry over from school year to school year. An application lets the Department know your student is participating, as well as how many credit hours for courses he or she would like to have funded. If an application for the upcoming school year has not been submitted, the system cannot award new funding.

2. Can my student complete the application in his or her own OH|ID account?
   No. The application must be created in the parent or guardian's OH|ID account.

3. What documents do I need?
   You will need a digital copy of your student's college acceptance letter or a conditional acceptance letter to complete the application. Returning students will need to submit a letter or document showing academic good standing instead of the college acceptance letter.

   Homeschool students will need their current 2025-2026 letter from the district superintendent acknowledging their homeschool status. This is the letter every homeschool family should request from the district at the beginning of the school year. Returning homeschool students will also be required to upload a copy of the student's grades or college transcript(s) to comply with the provisions in the Ohio Administrative Code 3333-1-65.13 for underperforming students.

4. How many credit hours do we need to request?
   You are requesting funding for college credits, not high school, so one or two credits will typically not cover a course. Most college courses are three or four credit hours per semester. This is the amount needed for the ENTIRE school year, not just a term. There is one opportunity to request funding per school year.

   Anticipate the number of credit hours needed for the ENTIRE school year before entering a number. For instance, if a student is considering two courses and each course is three credit hours per semester, request 12 credit hours for the school year. If you do not know the number of courses or the number of credit hours needed, make the best estimate possible.

   The maximum number of credit hours that can be requested is 30; however, if the student is taking high school courses only, in addition to College Credit Plus courses, you must calculate the maximum number with this formula:

   30 – (High school courses only x 3) = maximum number of credits.

   If the student is taking 3 high school courses, the calculation would look like this:

   30 – (3 x 3) = maximum

   30 – 9 = 21 maximum credit hours to be requested

   Note that this is a request for funding for credit hours. There is no guarantee on the number of credit hours that will be funded for a student.

5. I am receiving a message that says I cannot create an application for my student. What should I do?
   Because OH|ID is used for many programs, it is possible your student is linked to another scholarship program in the system, such as Jon Peterson or EdChoice. Contact

ccp@education.ohio.gov with your student's name and any other programs that may be linked to him or her.

6. What is the absolute last day I can apply for funding?
   The last day you can apply for funding for the 2025-2026 school year is **April 1, 2025, at 5 p.m**. At this point, the system closes, and we cannot accept further applications. The Department is unable to give extensions due to the number of applicants and the time it takes to complete the award process.

7. How soon can we expect to receive our award letter?
   Per Ohio Administrative Code 3333-1-65.8, awards must be made available five weeks after the application deadline. Letters will be posted in the funding application in the Award Detail tab no later than May 6, 2025.

After Funding is Awarded FAQs

1. Why didn't my student receive all the requested funding?
   The Ohio General Assembly provides an appropriation for homeschool and private school students. The amount that can be awarded depends upon the amount of funds provided and the number of applicants.
2. I've read that the credits are awarded in "units." Why is a unit worth four credit hours?
   Higher education institutions have various numbers of credit hours assigned to different courses. Four credit hours will generally cover at least one course. Check with the student's college course catalog for specific information.
3. Can my student switch to private school from homeschool or homeschool to private school and have the funding transfer?
   No. The monies for private school students and homeschool students are separate funding sources; therefore, a student will not be able to transfer his or her awarded funding if they transfer during the academic year.

   In the case of a private school closing or a transfer from one private school to another, the student's funding will still be available.
4. Am I able to transfer my unused credits to another student?
   The transfer of credits between students is not available. Once a student is awarded funding, those monies are his or hers to use during the entire school year. If a student is awarded funds but chooses to attend public school, the funds would still be available should there be a change of plans in the student's education choice later in the school year.
5. Can I transfer my student to public school after the funds have been awarded?
   Yes, provided a letter of intent was submitted to the public school by April 1. If it was not, the principal will have to approve the student participating in the College Credit Plus program. This is a local decision that the Ohio Department of Education cannot influence. If a student transfers to a public school and is permitted to participate, the funding award for private or homeschooled students is forfeited for that school year.

If you have additional questions, please email **ccp@education.ohio.gov**. Please allow at least 48 hours for a response due to the heavy volume of emails received.

For OH|ID questions, please contact the OH|ID helpdesk at 877-644-6338.