

1

- Download the [nonpublic school](#) or [homeschool](#) Intent to Participate form
- Complete the form for each student in the household
- Submit the form via email to ccpintentletter@education.ohio.gov

DEADLINE: THIS FORM MUST BE EMAILED BY APRIL 1, 2019

2

- **Create a SAFE Account** for Parent or Guardian (*this is not an account for the student*)
- Provide driver's license and date of birth for the account holder (parent or guardian)
- Receive confirmation of account activation within five business days

Note: The SAFE Account can be set up at any time.

3

- Log into the [SAFE account](#) and request access to the College Credit Plus funding application
- Complete each section of the funding application
- Upload documents:
 - College or university acceptance letter
 - For returning students, a good academic standing notice or letter
 - For home schooled students, a letter from the district superintendent excusing the student from compulsory attendance requirements
- Download [instructions and FAQs](#) to assist with completing the application

Note: The funding application is available from February 28 to April 12, 2019.

4

- Change application status to "Submitted" before the deadline, April 12, 2019 at 5 p.m.
- Receive and retain the confirmation email
- Repeat the funding application process (steps 3 & 4) for each student in the household

DEADLINE: THE FUNDING APPLICATION MUST BE IN SUBMITTED STATUS BY APRIL 12, 2019 AT 5 P.M. (*No exceptions and no extensions are available.*)

Funding awards will be available by mid-May. Check your email for notifications.

[Ohio Department of Education's College Credit Plus webpage](#)

[Ohio Department of Higher Education's College Credit Plus webpage](#)