



# College Credit Plus Funding Application



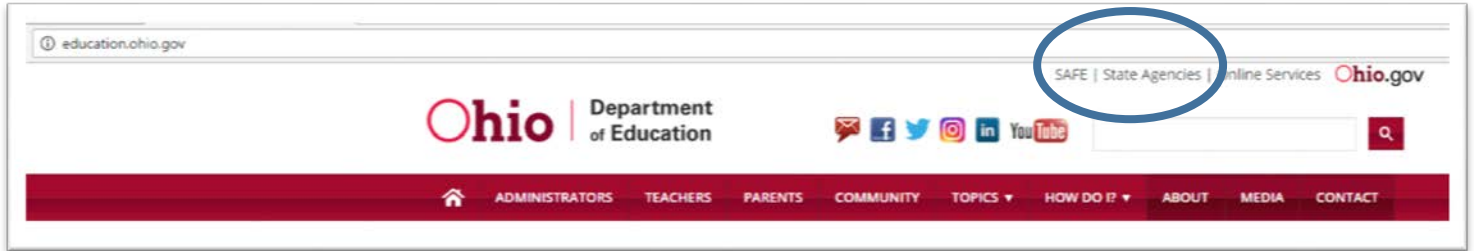
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## Assessing the Funding Application

### Logging into the SAFE Account

Users can access the Provider Application through the Ohio Department of Education's Web-secure portal known as SAFE (Secure Applications for Enterprise). Users can enter SAFE through the SAFE Sign In link located at the top of the Ohio Department of Education Home Page ([education.ohio.gov](http://education.ohio.gov)).



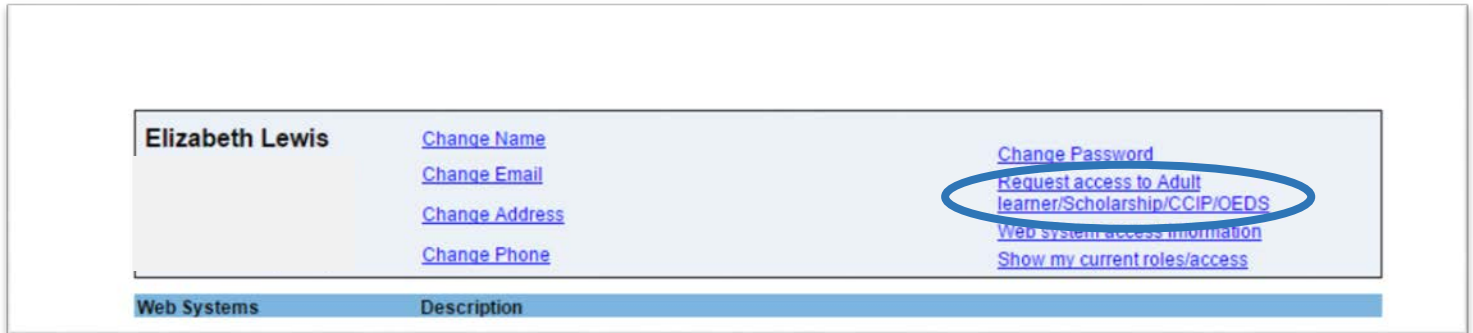
**NOTE:** Applications MUST be completed through a parent or guardian SAFE account only.

Sign in to your SAFE account. If you do not remember your user name and/or password, click [here](#) or the link next to the sign in boxes to recover them. If you need to create a SAFE account, click [here](#).



## Selecting the College Credit Plus Application

Once successfully logged in to the SAFE account, click the Request access to Adult learner/Scholarship/CCIP link.

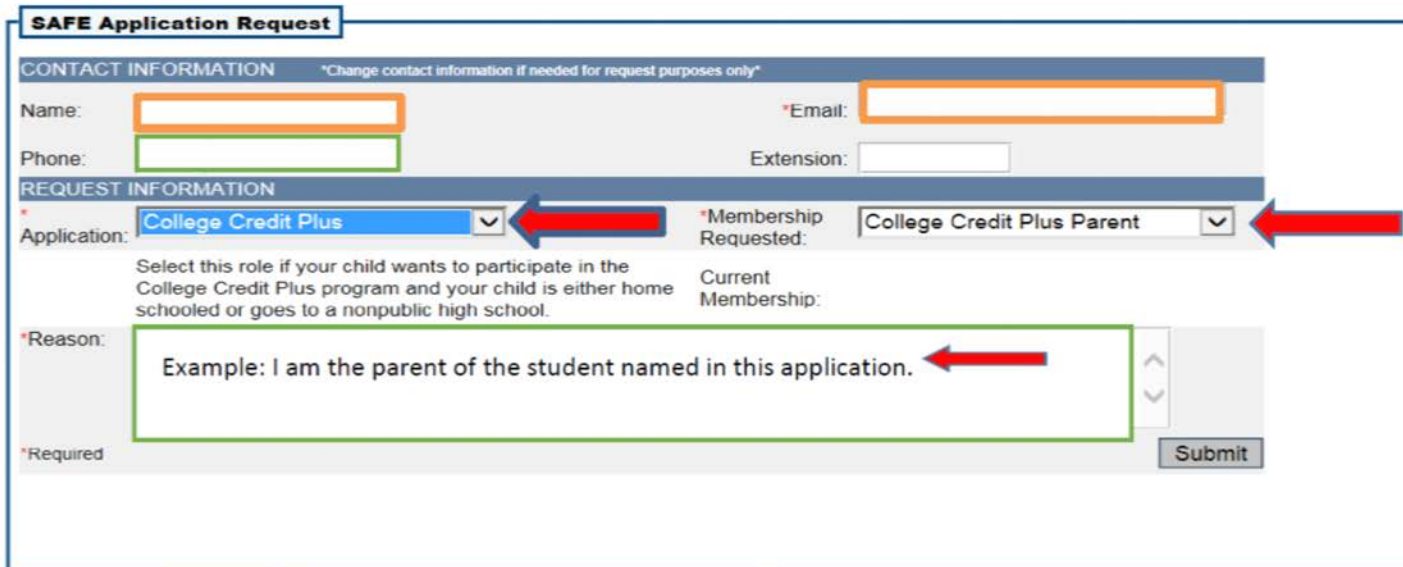


Elizabeth Lewis

- [Change Name](#)
- [Change Email](#)
- [Change Address](#)
- [Change Phone](#)
- [Change Password](#)
- [Request access to Adult learner/Scholarship/CCIP/OEDS](#)
- [Web system access information](#)
- [Show my current roles/access](#)

Web Systems	Description
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On the SAFE Application Request Page, change the application status to College Credit Plus and membership requested to College Credit Plus Parent. Please provide a reason for the request (illustrated below with the arrow). Click *submit*.



**SAFE Application Request**

**CONTACT INFORMATION** \*Change contact information if needed for request purposes only\*

Name:  \*Email:

Phone:  Extension:

**REQUEST INFORMATION**

\* Application: **College Credit Plus** \*Membership Requested: **College Credit Plus Parent**

Select this role if your child wants to participate in the College Credit Plus program and your child is either home schooled or goes to a nonpublic high school. Current Membership:

\*Reason:

\*Required

**NOTE:** Change of the role is not a completed application nor approval of funds. A funding application must be completed and placed in the **submitted** status to be considered for funding.

Once the role has been successfully changed, log into the SAFE account. You will now have access to the *College Credit Plus* link from the Account Maintenance page.

To open the College Credit Plus application system, click the ***College Credit Plus*** link.

Web Systems	Description
<a href="#">Adult Learner</a>	Adult Learner
<a href="#">College Credit Plus</a>	College Credit Plus (Home School, Nonpublic)
<a href="#">HRMS</a>	Human Resources Management System
<a href="#">ODE CORE</a>	Online Licensure System
<a href="#">OEDS</a>	OEDS Application
<a href="#">STARS V2.0</a>	STARS Professional Development and Technical Assistance System

Next, select the appropriate box for either the College Credit Plus – Home School or College Credit Plus – Nonpublic application.

Please select one of the available programs

<input type="checkbox"/>	<input type="checkbox"/>
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College Credit Plus - Home School

College Credit Plus - Nonpublic

This will take you to the *Advanced Student Search* page. Search for your student by entering his or her last name. If the student appears in the result list, click on the magnifying glass to view student information.

The screenshot shows the 'ADVANCED STUDENT SEARCH PAGE' with two tabs: 'BASIC SEARCH' and 'SEARCH AS A PARENT'. The search filters include:

- APPLICATION ID: [ ]
- STUDENT ID: [ ]
- FIRST NAME: [ ]
- LAST NAME: [Smith]
- DOB: [ ]
- DATE SUBMITTED: [ ]
- HAS FATAL FLAG(S): [All]
- APPLICATION PERIOD: [Nonpublic 2017-2018 School Year]
- APPLICATION TYPE: [All]
- CURRENT GRADE LEVEL: [All]
- COLLEGE/UNIVERSITY NAME: [ ]
- COLLEGE/UNIVERSITY IRN: [ ]
- NONPUBLIC NAME: [ ]
- NONPUBLIC IRN: [ ]
- APPLICATION STATUS: [Awarded, Declined, Not Eligible, Started, Submitted, Waitlisted, Withdrawn]
- SORT ORDER: [Date Started, Status, Name]

Below the filters, it says 'Basic Search - 1 result(s) returned.' and shows a table with one row of data:

NAME	GRADE	APP ID	PROGRAM PERIOD	STUDENT ID	PRIMARY GUARDIAN	PRIMARY COLLEGE/UNIVERSITY IRN	PRIMARY COLLEGE/UNIVERSITY	APP STATUS	DATE SUBMITTED	APP TYPE	NONPUBLIC
Smith, Jane	T1	302835	Nonpublic 2017-2018 School Year	177885	Elizabeth R Lewis	063385	Columbus State Comm College	Submitted	1/4/2017	New	071001, Worthington Christian High School

If your student does not appear after a search, add him or her as a new student. See Adding New College Credit Plus Application below.

## Adding a New College Credit Plus Application

If a student application has not been started, you may add a new application using the *Student* tab in the top left corner of the screen.

The screenshot shows the navigation menu with the following options: Student, Finance, Admin, User Manuals and Forms, and Contacts. The 'Student' menu is open, showing a list of options: Application Status Summary, Search College Credit Plus Application, and New College Credit Plus Application. The 'New College Credit Plus Application' option is circled in blue. The page title 'ADVANCED STUDENT SEARCH PAGE' is visible at the bottom right.

Click on **New College Credit Plus Application** button as seen above; it is a drop-down option from the Student button.

## Creating the College Credit Plus Application

The *Student Search for Creating a New Application* screen will be displayed. Enter all information that is required and click the **Search** button.

The screenshot shows a web form titled "Student Search for Creating a New Application". At the top, there is a tab labeled "Program Information" with the text "Program Selected: College Credit Plus - Nonpublic" and "050765 - Ohio Department of Education". Below this is a button "Select Another Program or Org". The main form area has a light blue background and contains the following fields: "Application Period" (dropdown menu set to "Nonpublic 2017-2018 School Year"), "Student Date of Birth:" (text input with "(mm/dd/yyyy)" placeholder), "\* Student first name:" (text input), and "\* Student Last name:" (text input). A red asterisk and the text "\*Required Fields" are positioned below the name fields. At the bottom left of the form are two buttons: "Search" and "Reset".

The *Student Search for Creating a New Application* screen will be displayed.

Click the search button after all information has been entered.

You will need to create a new application if your student is not currently participating in the College Credit Plus program. Complete all fields before clicking on **Create New Student Application**.

If your student information populates, click **Create Student Application** and proceed to Completing the Application.

The screenshot shows a web form titled "Create New Student Application" with a close button (X) in the top right corner. The form is divided into three sections: "Student Information", "Student Home Mailing Address", and "Application Information".  
The "Student Information" section contains: "\* First Name" (Jane), "\* Middle Name" (empty), a checked box "Student has no middle name", "\* Last Name" (Smith), "\* Date of Birth" (07/22/2001), "\* Mother's Maiden Last Name" (White), "\* Gender" (Female), "Suffix" (dropdown menu set to "--SELECT--"), and "\* Last 4 digit of SSN#" (empty) with a checkbox "Never issued an SSN".  
The "Student Home Mailing Address" section contains: "\* Address Line1" (639 Main Street), "Address Line2" (empty), "\* City" (Columbus), "\* State" (Ohio), and "\* Zip" (4215 - empty).  
The "Application Information" section contains: "\* Application Period" (dropdown menu set to "Nonpublic 2017-2018 School Year"), "\* Nonpublic School" (071001) with "(Enter IRN or Name)" below it, "\* Initial College/University" (063305) with "(Enter IRN or Name)" below it, and "\* 2017-2018 School Year Grade Level" (11th Grade).  
At the bottom left, there is a note "\* - Required Fields". At the bottom right, there is a note "\* - Enter SSN unless no SSN has ever been issued". At the very bottom are two buttons: "Create New Student Application" and "Cancel".

## Completing the Application

Student ← Finance ← Adms ← User Manuals and Forms ← Contacts ←

**Program Information**

**Program Selected: College Credit Plus - Nonpublic**  
858785 - Ohio Department of Education  
 (Select Another Program or Org)

**ID: CCP177685 Name: Jane Smith** Period: 2017-2018 School Year Status: Started

Viewing Student 1 of 1

STUDENT	PARENT / GUARDIAN	APPLICATION	CREDIT HOURS	DOCS	STATUS / FLAGS	COMMENTS / HISTORY
<p><b>Student Information</b></p> <p>First Name: Jane Middle Name: Last Name: Smith Suffix:            Date of Birth: 07/22/2001 Mother's Maiden Last Name: White Gender: Female            Last 4 Digits of SSN#: 8632            Phone Number: 6141234567 Phone Number Type: Cell Phone Number</p> <p><b>Student Home Mailing Address</b></p> <p>Address Line 1: 639 Main Street            Address Line 2:            City: Columbus State: Ohio Zip: 43215-</p>						

Complete all of the required information in each tab once the application has been created. All fields must be filled in for the application to be placed in the SUBMITTED status.

Begin with the Parent/Guardian tab. Click on the pencil to make changes to the Parent/Guardian box (this should populate from the initial set up of the SAFE account but may need edits).

STUDENT	PARENT / GUARDIAN	APPLICATION	CREDIT HOURS	DOCS	STATUS / FLAGS	COMMENTS / HISTORY								
<table border="1"> <thead> <tr> <th>NAME</th> <th>STATUS</th> <th>LAST UPDATED</th> <th>VERIFIED</th> </tr> </thead> <tbody> <tr> <td>Lewis, Elizabeth R</td> <td>Primary</td> <td>1/4/2017</td> <td>✓</td> </tr> </tbody> </table> <p>Add additional guardian</p> <p>Elizabeth's Students</p> <p>Smith, Jane</p> <p><b>Primary Guardian</b></p> <p>First Name: Elizabeth Middle Name: R Last Name: Lewis Suffix:            Date of Birth: 10/29/1972 Last four digits of SSN#: 8632            Relationship: Legal Guardian Guardian Status: Primary            Phone: 614-771-7938 Email: elewis1397@gmail.com            UID: A186EPN03pbr4pN0jboG1ZPEOCeHn568</p> <p><b>Current Home Physical Address</b></p> <p>Line 1: 639 Main Street            Line 2:            City: Columbus State: OH Zip: 43215            Last Updated: 1/4/2017 12:09 PM</p> <p><b>Current Home Mailing Address</b></p> <p>Line 1: 5153 Nanticoke Street            Line 2:            City: Hilliard State: OH Zip: 43026            Last Updated: 9/5/2011 12:18 PM</p>							NAME	STATUS	LAST UPDATED	VERIFIED	Lewis, Elizabeth R	Primary	1/4/2017	✓
NAME	STATUS	LAST UPDATED	VERIFIED											
Lewis, Elizabeth R	Primary	1/4/2017	✓											

**NOTE:** The *Home Physical Address* must be completed even if the parent resides in the same home as the student. Not completing this box will delay the creation of a finalized award letter.

Program Selected: College Credit Plus - Nonpublic  
 050765 - Ohio Department of Education

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ID: CCP177685 Name: Jane Smith  
 Viewing Student: 1 of 1

STUDENT	PARENT / GUARDIAN	APPLICATION	CREDIT HOURS	DOCS	STATUS / FLAGS	COMMENTS / HISTORY
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Application Information:

2017-2018 School Year Grade Level: 11th Grade  
 Total number of credit hours requested: 0  
 Nonpublic School: 071001, Worthington Christian High School  
 Student's previous/current fiscal year Scholarship program enrollment: N/A

List of Colleges/Universities

Name	
063305, Columbus State Comm College	<input type="button" value="trash"/>

**AWARD DETAIL**

Requested Credit Hours: 0  
 Awarded Credit Hours: 0  
 Unused Credit Hours: 0

Continue to the *Application* tab. Input the college/university where the student will take courses. **Click Add College/University.**

Enter the name of the desired institution and choose from the drop down.

**Add College/University**

\* College/University :  (Enter IRN or Name)

- 005534, ACADEMY OF COURT REPORTING-COLUMBUS (County: Franklin)
- 002523, COLUMBUS STATE UNIVERSITY (County: Out of State)
- 002524, COLUMBUS TECHNICAL COLLEGE (County: Out of State)
- 136176, Columbus Coll Art & Design (County: Franklin)
- 063305, Columbus State Comm College (County: Franklin)
- 003139, INDIANA BUSINESS COLLEGE-COLUMBUS (County: Out of State)
- 003168, IVY TECH STATE COLLEGE-COLUMBUS (County: Out of State)

Click **Add College/University** to confirm.

2017-2018 School Year Grade Level: 11th Grade  
 Total number of credit hours requested: 0  
 Nonpublic School: 071001, Worthington Christian High School  
 Student's previous/current fiscal year Scholarship program enrollment: N/A

List of Colleges/Universities

Name
063305, Columbus State Comm College

**Add College/University**

\* College/University :



Click the **Add College and University** button again to add another institution.

Next, click on the *Credit Hours* tab to request the number of credit hours needed.

The screenshot shows the Ohio Department of Education (Ohio.gov) interface. The user is logged in as Jane Smith. The program selected is "College Credit Plus - Nonpublic". The student ID is CCP177685. The school year is 2017-2018. The "CREDIT HOURS" tab is active, showing a table with columns for COLLEGE, TERM, INSTRUCTION DELIVERY TYPE, NUMBER OF CREDIT HOURS REQUESTED, and DELETE. An "Add Credit Hours" button is visible on the left.

Choose the college/university from the drop box. Enter the anticipated term, instructional method and number of credit hours the student would like to have funded.

The "Add Credit Hours" form is shown with a dropdown menu open for the "College" field. The dropdown lists "073726, Ohio State Univ Cc" and "063305, Columbus State Comm College". The "Term" is set to "Summer 2017" and the "Number of Credit Hours Requested" is "19".

The "Add Credit Hours" form is shown with a dropdown menu open for the "Instruction Delivery Type" field. The dropdown lists "On college campus", "Online", and "Not on college campus taught by college (post-secondary) instructor". The "College" is set to "063305, Columbus State Comm College" and the "Term" is "Summer 2017".

The "Course Details" form is shown with the following fields: "College: 073726, Ohio State Univ Cc", "Term: Summer 2017", "Instruction Delivery Type: On college campus", and "Number of Credit Hours Requested: 20".

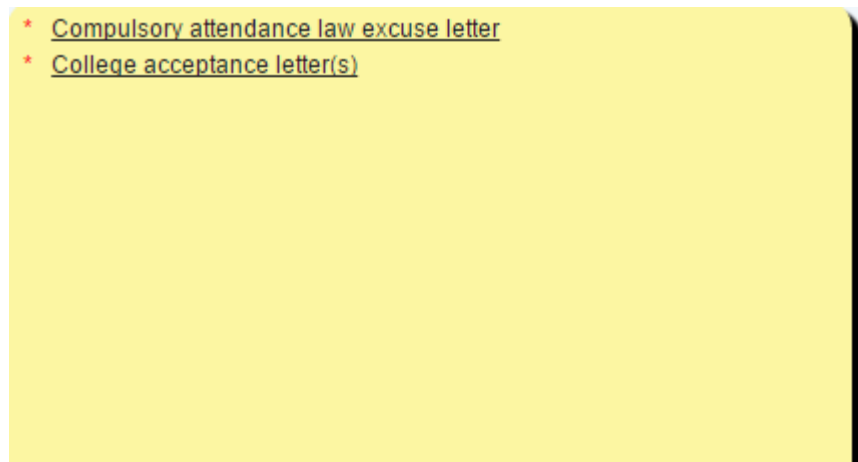
## NOTES for Credit Hours:

- One course is generally 3 or 4 credit hours. A student should request funding for 9-12 credit hours from a college/university if he or she wishes to take three courses.
- This application is requesting funds for the entire 2017-2018 school year. All credits for summer, fall, and spring should be requested in the application, not just one term.
- A student can request up to **30** credit hours total. This does not mean all funds will be fulfilled, but the request is allowable.

## Documents Tab

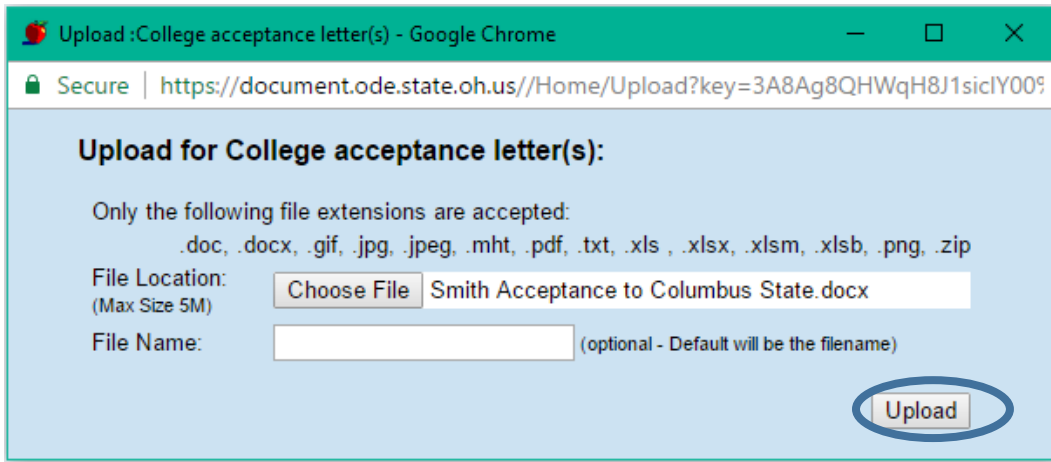
On the Documents tab, click the College Acceptance Letter(s) Link to upload acceptance letter documents. If a letter has not been received from the college, a screen shot of an acceptance email may be uploaded and replaced later with an official letter.

Home School students will need to provide a Compulsory Attendance Law Excuse letter. Click on the link to upload the letter received from the home school district for the 2016-2017 school year.

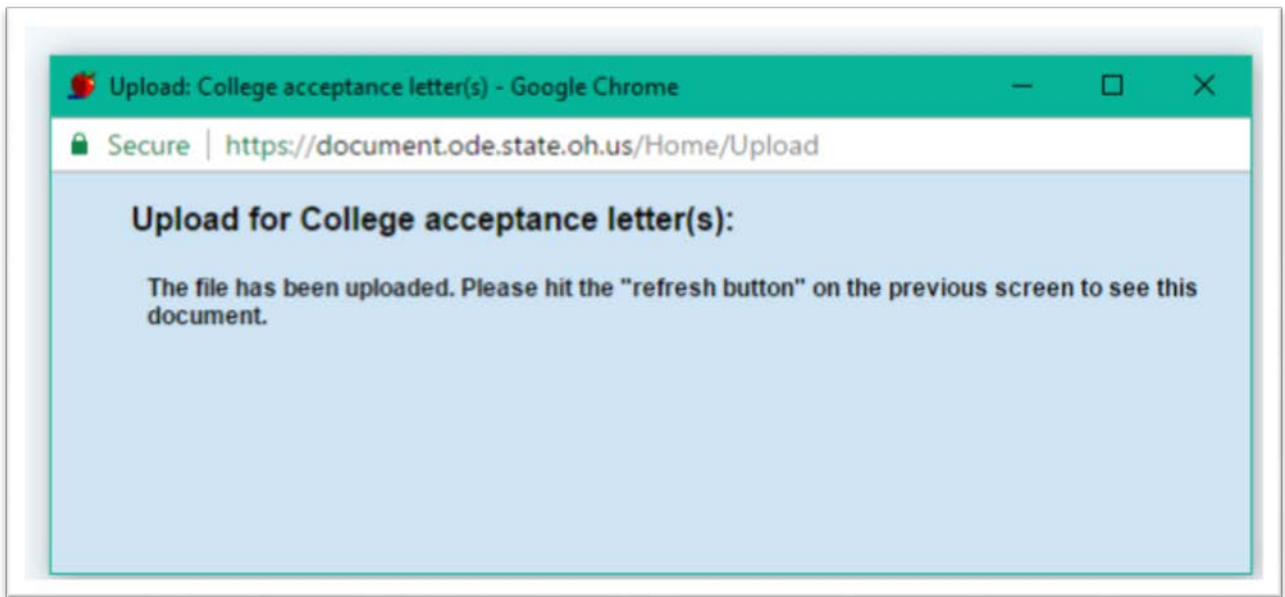


Notes about uploads:

- Maximum upload size is 5MB.
- Select the document type to be uploaded from the yellow box under *Electronically Uploadable Documents*.
- A pop-up window will display.
- Select **Browse**.
- Browse your computer and select the document file you would like to attach. Use the pre-existing name of the file or enter a new name for the file.
- Select **Upload**.
- Continue uploading any additional required documents in the manner described above.



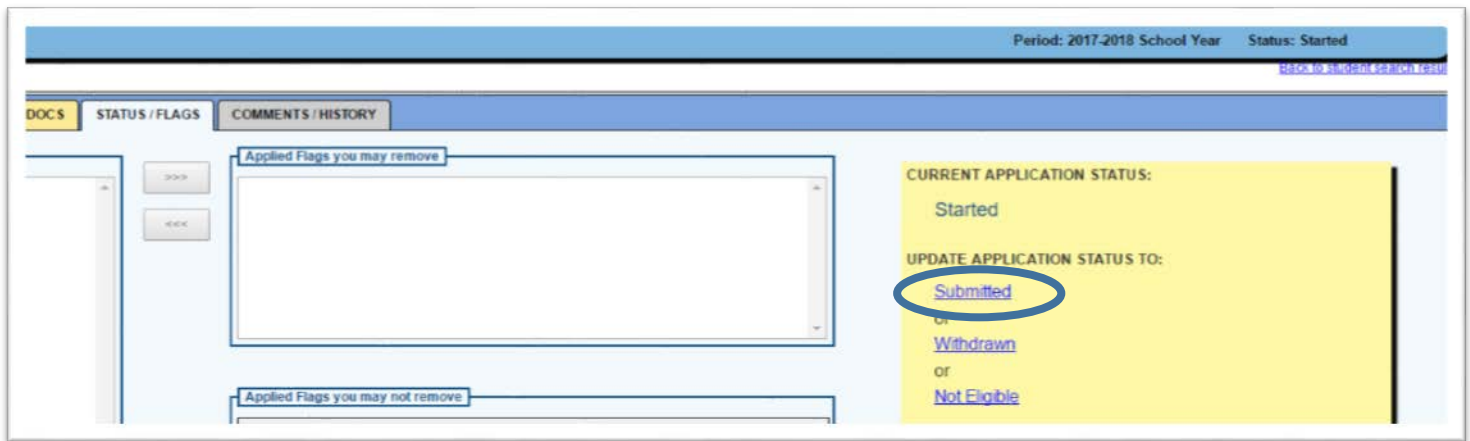
You will receive a confirmation once the documents have been uploaded.



Note: Select the Refresh button under Documents Uploaded to see all uploaded letters.

## Submitting the Application

Click on the Status/Flags tab once all information has been completed. Click on the blue underlined word, [Submit](#). If [Withdrawn](#) or [Not Eligible](#) is clicked, the application will be closed and cannot be edited or reopened without contacting the Ohio Department of Education.



The screenshot shows a web application interface with a blue header bar. The header contains the text "Period: 2017-2018 School Year" and "Status: Started". Below the header is a navigation bar with tabs: "DOCS", "STATUS / FLAGS", and "COMMENTS / HISTORY". The "STATUS / FLAGS" tab is active. On the left, there are two scrollable areas: "Applied Flags you may remove" and "Applied Flags you may not remove". On the right, there is a yellow box with the following text: "CURRENT APPLICATION STATUS: Started", "UPDATE APPLICATION STATUS TO:", and three options: "Submitted" (circled in blue), "Withdrawn", and "Not Eligible".

A popup window will appear and you will be asked to agree to the terms of the College Credit Plus program.

**ONCE THIS BUTTON HAS BEEN CLICKED, NO CHANGES CAN BE MADE TO THE APPLICATION.**



The screenshot shows a confirmation popup window with a blue header bar and a close button (X) in the top right corner. The text inside the window reads: "By submitting this application, I am agreeing to comply with all laws, regulation, policies and instructions for participating in College Credit Plus. I also certify I may be responsible for reimbursement for courses not successfully completed or not dropped within 15 days after the start of the course." At the bottom right, there are two buttons: "Cancel" and "Submit".

The status of the application will say submitted in the blue ribbon at the top of the application in the yellow box on the Status/Flags tab.



The screenshot shows the application status interface after submission. The header bar now displays "Name: Jane Smith" and "Period: 2017-2018 School Year" with "Status: Submitted" circled in blue. The navigation bar has tabs: "APPLICATION", "CREDIT HOURS", "DOCS", "STATUS / FLAGS", and "COMMENTS / HISTORY". The "STATUS / FLAGS" tab is active. The yellow box on the right now displays "CURRENT APPLICATION STATUS: Submitted" circled in blue.

A confirmation email will be sent to the email will be sent to the email provided in the parent/guardian information.