**College Credit Plus (CCP) Application Steps Padua Franciscan High School**

**Fall Application**

\_\_\_\_\_\_ 1. Student must meet with their counselor and complete and return the CCP

Counseling Form by October 22, 2025.

\_\_\_\_\_ 2. Parent must create an OH|ID account at <https://ohid.ohio.gov> by November 1,2025,

5:00 p.m. (The CCP Funding Application Manual is located online at

[https://highered.ohio.gov/static/ccp/Secondary/CCP\_Funding\_Application\_Manual-](https://highered.ohio.gov/static/ccp/Secondary/CCP_Funding_Application_Manual-%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%202024-25.pdf)

2024-25.pdf)

\_\_\_\_\_ 3. Parent electronically declares **Intent to Participate** through their OH|ID account by

November 1, 2025. **November 1, 2025 is the absolute deadline**. No extensions or late

applications are accepted.

\_\_\_\_\_ 4. Student goes to the college’s website, looks for the CCP Program, complete and

submit the CCP application.

\_\_\_\_\_ 5. Student completes a Padua Transcript Request Form and gives it to their counselor.

\_\_\_\_\_ 6. Student requests ACT score be sent from ACT.org (or takes Placement Test for English

or Math at Tri-C), if required.

\_\_\_\_\_ 7. Student researches which classes to take through CCP (discuss with their counselor).

\_\_\_\_\_ 8. Parent uploads Acceptance Letter from the college to their CCP Funding Application

**AND SUBMIT APPLICATION** (through their OH|ID account) by November 1, 2025,

5:00 p.m.

\_\_\_\_\_ 9. Student must meet with their Padua counselor and complete the Pre-Approval For

Courses Taken Outside of Padua Form (requires parent and Principal’s signature).

\_\_\_\_\_10. Student must turn in their signed Pre-Approval For Courses Taken Outside of Padua

Form to their counselor and then complete the college’s Authorization to Attend

Form (online) with their counselor.

\_\_\_\_\_11. Student will receive an email confirming that the Authorization to Attend Form has

been processed.

\_\_\_\_\_12. Student must make an appointment with the college to select and register for their

courses (216-987-6000, option 4).

\_\_\_\_\_13. Student must give a copy of their CCP schedule to their Padua Counselor by December 19,

2025.

Additional Information

1. Students must meet all graduation requirements for Padua Franciscan High School.
2. Students are required to have the CCP transcript sent from the college to Padua at the end of each semester that they participate in CCP. There is usually a fee for this.
3. CCP grades will be added to the high school transcript and calculated in the high school GPA at the end of the high school semester (after the CCP textbooks have been turned into Padua and the college transcript has been received).
4. Students are responsible for maintaining contact with their high school counselor regarding graduation requirements, commencement activities and scholarship opportunities.
5. Students should see their Padua counselor with any questions regarding the College Credit Plus process as early as possible.