

Career Online High School Frequently Asked Questions

To learn more about the Career Online High School (COHS), please review these questions and answers:

1. What is Career Online High School (COHS)?

Career Online High School is an online private high school diploma and career certification program available through the public library. This program offers free enrollment to a *limited number* of qualified adult students.

2. Who can apply to COHS?

Adult residents who are at least 19 years old and wish to earn their private high school diploma. As an indicator of readiness, it is recommended that the applicant have attended the 9th grade. Minors should pursue their high school education through existing high school programs.

Program applicants must have a public library card in good standing or be willing to apply for a library card.

Program applicants who have already received a standard high school diploma or a high school equivalency diploma are not eligible for this program. Program applicants who have already received a certificate of completion are eligible.

3. What type of career certification will be offered?

Through COHS, students may earn a certificate in the following areas:

- Childcare and Education
- Certified Protection Officer (Security Officer)
- Office Management
- Certified Transportation Services (Trucker/Commercial Driver)
- Homeland Security
- General Career Preparation
- Retail Customer Service Skills
- Food Service and Customer Service Skills

4. What is the career portfolio?

To arm you with the tools you need to find a job, we will teach you to create essential documents, such as your resume and a cover letter. All students must complete this.

5. Is all coursework Web-based?

Yes.

6. What device(s) can I use to access my coursework?

You must use a desktop or laptop. A smart phone, tablet or iPad will not support the learning management system.

7. Is all coursework in English?

Yes. At this time, all coursework is available in English only.

8. Will I need to purchase textbooks?

No.

9. How long will it take for students to complete the program?

Students will have up to 18 months to complete the program, which will consist of 18 credits. Students accepted into the program may transfer up to 14 credits from their former high school. Depending on how many credits the student is able to transfer, the program can be completed in as few as five months.

10. What is the history of COHS?

COHS was founded in early 2010 and accredited as the world's first online private school district in February 2011. Since February 2012, approximately 6,200 students have enrolled in the program with a retention rate of approximately 66 to 72%.

11. Is COHS accredited?

Career Online High School is accredited as a private online school district by the AdvancED Accreditation Commission, the national commission that confers the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) accreditation seal. This means that the SHCOE district and all of its schools are accredited, and that Smart Horizons Career Online Education is recognized across the nation as a quality school system, delivering a SACS accredited online private high school diploma.

Students and community members can learn more about the district accreditation process at www.advanc-ed.org.

12. Will my local community colleges and universities accept a Career Online High School diploma?

If you are interested in attending a postsecondary institution, it is recommended

that you contact the admission's office for the institution to confirm whether the diploma issued by COHS will satisfy the diploma requirements for that institution.

13. What if I need help with the admissions process following graduation?

Career Online High School is committed to the success of its graduates as they advance into the workplace or postsecondary education and training. Any alumni of the COHS program who has questions about their transcripts or meeting college admissions requirements may call 1.888.408.5783 or email enrollment@shcoe.org for support.

14. Is COHS staff credentialed? When are they available to assist students?

Yes, all COHS instructors are state certified. Most of the academic coaches and academic instructors are located in Florida. Office hours are 8 am to 5 pm Central; however, coaches have evening hours twice a week and the hours will likely be expanded. Staff is not exclusively assigned to a specific library. The COHS academic coach will welcome the student initially and then reach out to all students at least once every two weeks – and more often for students needing additional assistance.

15. Does the library offer other resources for education and job preparation?

The library is committed to helping people meet their education and job preparation needs. The library encourages you to visit your nearest branch and speak to the staff to help you find a local agency or resource that will best fit your needs.

16. How do I get started?

Complete an online self-assessment. After you have successfully finished the self-assessment, you will be contacted by the library within five business days to discuss the prerequisite course. Upon successful completion of the course, you will be contacted by the library within five days to schedule an interview and discuss your application into the program.

17. How is COHS funded in Florida?

The program is funded by the State of Florida and is administered by Smart Horizons and Gale Cengage Learning.

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