

FAQ Content

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 (COHS) is an online 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 of **San Leandro or San Leandro Public Library cardholders** who are at least 19-years-old have successfully completed 8th grade, and wish to earn their high school diploma. Minors should pursue their high school education through existing high school programs.

Program applicants must have a library card in good standing or be willing to [apply for a library card](#).

3. How will people be selected for the program?

Enrollment is limited and demand is expected to be high. Prospective students must successfully complete an online assessment <https://www.careeronlinehs.gale.com/ca/self-assessment/> Once the self-assessment is completed, prospective students will be contacted by their libraries and if they are eligible will be given a link to a two-week prerequisite course. Those who pass the prerequisite course with a score of 70% or above within a two-week period will then be interviewed in person by their libraries to determine if they will receive a scholarship. Successful completion of the prerequisite course does not guarantee a scholarship will be awarded.

4. Will COHS students receive their GEDs?

No. This is not a GED® program. Successful graduates will earn a high school diploma and a career certification through an accredited high school.

However, if you passed any of the four GED® subject areas at a Performance Level 2 or above (145+), you can request that your GED® transcripts be evaluated and applied toward your accredited high school diploma through Career Online High School.

To request your GED® transcripts, go to [the GED website](#).

5. What is the difference between a GED and a high school diploma?

While both the GED and the high school diploma are important, there are several differences between them among the most significant is the fact that some colleges, institutions, and organizations require a high school diploma and may not accept the GED. In addition to providing a high school diploma, COHS gives students the benefit of earning a career certificate and completing additional job preparation documents and training.

6. How much time will I need to dedicate to my coursework?

We recommend that students dedicate 8-10 hours per week to their coursework. Students enrolled in COHS are assigned an academic coach who will keep them on track. You'll also be provided with a pacing guide that will help you move through the program, by completing one credit every two weeks.

7. What type of career certification will be offered?

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

- Certified Protection Officer
- Child Care and Education
- Commercial Driving
- Food and Hospitality
- General Career Preparation
- Home Care Professional
- Homeland Security
- Hospitality and Leisure
- Office Management
- Retail Customer Service

8. If I choose a major like child care, how will I train to work with children?

While we provide you with all of the coursework you need to qualify for a child care certification, you will need to find a local agency in your community to fulfill the hands-on training hours required.

9. 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.

10. Is all coursework web-based? What devices can I use for coursework?

Yes. You can use a desktop, laptop, tablet, or iPad for all coursework. At this time, smartphones are not supported by the learning management system.

11. Is all coursework in English?

Yes. All coursework is available in English only.

12. Will I need to purchase textbooks?

No, you will not; however, the Language Arts classes may require novels, which you can check out of the library.

13. When can I work on my courses?

Courses are self-paced and taught in an online learning environment, available 24 hours a day, 7 days a week.

14. What if I need help with my coursework?

Your academic coach will connect you with one of the COHS instructors, who will provide you with additional academic support when needed. Your library may also offer support.

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

Students will be given 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 accredited high school or any successfully passed GED® subject area tests.

To receive credit from the GED®, you must have passed the GED® subject area at a Performance Level 2 or higher (145+).

Depending on how many credits the student can transfer, the program can be completed in as few as six months. The average time to complete is 12 months.

16. What is the history of COHS?

COHS was founded in 2009 and accredited as the first online, private school district. They are located in Fort Lauderdale, Florida, with an office in Pensacola. More than 18,000 students have enrolled in the program.

17. Is COHS accredited?

Career Online High School is accredited 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), North Central Association Commission on Accreditation and School Improvement (NCA CASI), and the Northwest Accreditation Commission (NWAC) accreditation seals.

This means that the Smart Horizons Career Online Education 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 an AdvancED/SACS/NCA/NWAC accredited online high school diploma.

AdvancED provides nationally recognized accreditation for school districts and individual schools and represents 34,000 public and private schools and districts across the United States and in 70 countries worldwide, educating 20 million students. Learn more about the District Accreditation Process at www.advanc-ed.org.

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

The prevalence of online “diploma mills” and counterfeit degrees has unfortunately created some skepticism around the legitimacy of diplomas from online institutions. Career Online High School is NOT a diploma mill. Career Online High School is accredited 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), North Central Association Commission on

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While Career Online High School itself is a new institution and may not immediately be familiar by name, it is easy to demonstrate that the school is recognized across the nation as a quality school system, delivering an AdvancedED accredited online high school diploma. It is important to understand that a high school diploma alone (from any type of accredited high school), is not enough to guarantee a student admission into a college or university, as each postsecondary institution has its own minimum standards including admissions exams, standardized test scores, and other criteria.

19. 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 post-secondary 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.

20. 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 Time; 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.

21. How do I get started?

Complete an online assessment <https://www.careeronlinehs.gale.com/ca/self-assessment/>

- i. After you have successfully finished the self-assessment, you will be able to continue to the prerequisite course. Upon successful completion of the course, you will be contacted by the library within **3-5** business days to schedule an interview and discuss your application into the program.

22. 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. [Adult Online Learning](#)