



Fact Sheet for Miami-Dade Public Library System

1. Career Online High School (COHS) is an accredited, online private high school diploma and career certification program.
2. Participants will receive a High School Diploma **and** a Career Certificate.
3. 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. Applicants must be at least 19-years-old.
5. Applicants must have a library card in good standing or apply for a library card.
6. All coursework is web based.
7. All coursework is in English.
8. Students will be given up to 18 months to complete the program and may transfer up to 14 credits from their former accredited high school. Depending on how many credits the student is able to transfer, the program can be completed in as little as five months. The average completion time is 12 months. Plan to devote 8-10 hours each week to the program.
9. Participants must be fully able to access program on their own; staff are not available to guide them.

When in Doubt: Refer patron to: “**Quick Links**” – “**Learning & Training**” – “**Career Online High School.**” All questions can be answered on the website.

Step 1: Applicant completes **Online Assessment.**

Step 2: **Enroll, select a major and complete prerequisite course.**

Step 3: **Scholarship** is awarded

Step 4: Participant can **begin.**