

# Oklahoma Career Readiness Diploma (OCRD)

## Rules & Procedures

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### 1. Program Overview

The Oklahoma Career Readiness Diploma (OCRD) is a state-authorized pathway for adults (21+) to earn a high school equivalency while developing workforce readiness skills. The program integrates academic achievement with career preparation.

Authorized under Oklahoma House Bill No. 3234.

### 2. Eligibility Requirements

Participants must meet the following criteria:

- Must be a resident of Oklahoma
- Must be 21 years of age or older

### 3. Enrollment Requirements

- Participants must enroll in an Adult Education and Family Literacy (AEFL) program.
- A **minimum** of 12 instructional hours is required and entered into LACES. More instructional time may be determined necessary.
- Applicants must complete an official Career Readiness Diploma application with assistance from their local AEFL program.
- To find an AEFL program in your area, go to [Oklahoma Career Readiness Diploma](#)

### 4. Cost Policy

- Participants may incur costs for:
  - Additional GED testing sections
  - Additional HiSET testing sections
  - Programs may charge a small enrollment fee
  - Transcript requests depending on the school attended

### 5. OCRD Credit & Assessment Policy

Participants **must have at least one** of the following and may combine multiple sources of credit, including:

- High school transcripts (credits) from an Oklahoma accredited secondary institution
- College credits
- TABE 13/14 scores
- GED scores - May be transferred from another state. At least one subject area test score needs to be from Oklahoma.
- HiSET scores - May be transferred from another state. At least one subject area test score needs to be from Oklahoma.

### **Important Rules:**

- Scores and credits from the **OCRD Credit and Assessment Policy** may be used individually or in combination.
- Must follow AEFL State Assessment Policy\*\*
- **Homeschool transcripts are not accepted.**

### **6. Out-of-State Testing Policy**

- GED or HiSET scores from other states **may be** accepted.
- Participants must complete **at least one** GED/HiSet content area in Oklahoma to qualify for the OCRD.

### **7. Workforce Readiness Component**

All participants **must** complete workforce-related activities, which may include:

- Job readiness training
- Career exploration and planning
- Resume development
- Employability skills training
- Educational content related to career exploration

### **8. Employment Status Requirements**

#### **If Currently Employed:**

Participants must:

- provide employment verification.
- collaborate with AEFL program to enhance career opportunities and workforce readiness.

#### **If Currently Unemployed:**

Participants must use instructional time to:

- develop employability skills.
- create or update a résumé.
- prepare for employment opportunities with program guidance.

### **9. Program Support Services**

Participants will receive support in:

- résumé development.
- workforce readiness training.
- career planning and goal setting.
- job placement opportunities.

## 10. Program Goal

The OCRD program is designed to ensure participants achieve:

- an official high school equivalency credential.
- the skills, knowledge, and confidence needed for meaningful employment.

\* As of 1/1/2026. The series of TABE assessments may change moving forward. Check with local AEFL program director for the current TABE assessment.

\*\* When using TABE 13/14 \*, please follow the AEFL Assessment Policy.

