
Multiple Pathways to High School Equivalency (MPHSE) Training

General Information:

[MPHSE Diploma Guide Operating Guidelines](#)

The Multiple Pathways to High School Equivalency (MPHSE) diploma program is a standardized performance assessment program for the completion of a high school equivalency diploma. The MPHSE establishes a formalized system to provide students with a clear and flexible conduit toward earning a high school equivalency credential. The student is required to demonstrate high school-level competencies in the five selected content areas. Once the student has satisfactorily completed all requirements, a high school equivalency diploma will be awarded through the North Carolina State Board of Community Colleges.

Multiple Pathways Content Areas

Based on a review of the OCTAE aligned NC Adult Education Content Standards, the high school equivalency assessments currently approved for use in North Carolina, and the structure of the National External Diploma Program (NEDP), there were four primary content areas determined for the development of the multiple pathways' proposal, plus one additional content area in technological proficiency which the committee felt would be critical for graduates.

The five required content competency areas are:

- English Language Arts/Literacy
- Mathematics
- Science
- Social Studies
- Technology

Elements to Determine Credit The following may be used in combination to demonstrate completion of content areas (see Appendix A MPHSE Content and Credit Verification Structure):

- High School Courses
- Adult High School Courses
- High School Equivalency Assessments
- BSP Transition Courses
- NorthStar Certifications

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Overview for Awarding of MPHSE Credential

- College determines and documents that a student has met the requirements for MPHSE by completing and filing the Official MPHSE Worksheet.
- The acceptable credits are transferred to the MPHSE Documentation Summary and Authorization (DSA) form.
- The CCR Chief Administrator (CCR CA) submits a completed and signed DSA form to the NCCCS's HSE representative. The representative will approve or deny the request. An email to the CCR CA (CCR Director or equivalent) will be sent with the approval or denial. The current NCCCS's HSE office representative is Penny Wacaster at pmwacaster83@go.mcdowelltech.edu.
- If approved, the College will load the record into DiplomaSender.
- The HSE representative will receive an alert and approve via DiplomaSender.
- The Student will receive an email from the DiplomaSender.
- Graduation date will be the date that the System Office releases credentials.

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MPHSE Process:

Documentation Step:

1. Refer to “Appendix A: MPHSE Content and Credit Verification Structure” in the MPHSE Guideline for a list of acceptable credits.
2. Gather student records (transcripts, HSE testing results, Northstar credentials, BSP courses, etc.) and [MPHSE Worksheet](#). *Note: You will need the date of completion for each credit being counted.*
3. Evaluate student’s transcripts (High School and Adult High School). Grades for eligible courses should be a **C** or higher. PC 19 credits must be verified by the originating high school as being a C or higher. Written documentation must be retained with the student’s permanent records.
4. Enter all eligible course credits, grade and completion date in the MPHSE Worksheet. *Note: A combination of course credits for HS and AHS may be used to obtain subject credit.*
5. Enter any passing test results and completion date for HiSet, GED or TASC. Acceptable results are based on vendor’s guidelines.
 - a. [HiSet](#)
 - b. [GED](#)
 - c. TASC - passing score is 500 or higher
6. If applicable, enter all NorthStar Assessment results/certificates. Students must obtain certificates in all modules listed in the Technology section of the MPHSE Content and Credit Verification Structure (Appendix A). Scores of 85% or higher will count as credit.
7. Compare these credits to the MPHSE Content and Credit Verification Structure (Appendix A).
8. Transfer credits to “Documentation Summary and Authorization” and indicate the high school equivalency pathway awarded in each content area. Indicate course, grades or scores, and completion dates.

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Local and State Approval:

1. The Documentation Summary and Authorization (DSA) form will be completed by a Transcript Evaluator (i.e. Coordinator, Student Affairs Personnel, CCR Administrator, etc.), signed and given to the CCR Chief Administrator (CCR CA, CCR Director or equivalent). The CCR CA will verify the documentation by comparing all credit entries against official transcripts, HSE test results, Northstar certificates, etc. After the document has been thoroughly verified, the CCR CA will then sign and date.
2. The CCR CA will submit the DSA to the NCCCS's HSE office representative (currently Penny Wacaster at pmwacaster83@go.mcdowelltech.edu). ***(Please do not include complete social security number or birthdate on the submitted document.)***
3. The representative will review the DSA and sign if approved. The signed DSA will be sent to the CCR CA with an email stating approval or denial of the MPHSE request with additional instructions to start the credentialing process.

Submission Step:

1. After approval, the community college will upload the record into DiplomaSender. Refer to the video tutorial from DiplomaSender.

DiplomaSender Steps:

- a. Log in to [DiplomaSender](#)
- b. Click on Admin (top right corner)
- c. Under Custom Programs, click on "North Carolina Multiple Pathways to High School Equivalency"
- d. Click ADD (top left corner) to show all required entries.
- e. Enter the Student Data (*Note: Please confirm the student's email address is entered correctly. DiplomaSender will send an email to the address listed after MPHSE approval*)
- f. Upload the approved & signed "MPHSE Documentation Summary and Authorization" for the student.
- g. Check boxes for "Summary Authorization" and "Documentation of Credit"
- h. Click ADD

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2. The HSE representative will receive a notification that a record has been generated via DiplomaSender.
3. The representative will review and approve/deny the record within 2 weeks of submission.
4. Once the record has been approved, the student will receive a congratulatory email from DiplomaSender. This email will give the student steps to obtain complementary documentation.
5. The CCR Chief Administrator will not receive notification via DiplomaSender. However, the CCR CA will receive an email from the HSE representative that the approval process is complete.
6. The designated graduation date will be the date the NCCCS System Office releases credentials.

*Please review the **MPHSE FAQ** document for frequently asked questions. If additional questions arise, please contact Penny Wacaster at pmwacaster83@go.mcdowelltech.edu.*

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